

Packaging Manual

SAF-HOLLAND Packaging Manual

Packaging regulations

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1 General information

The following guidelines & regulations for delivering goods to SAF-HOLLAND plants form the basis of our terms of business and constitute supplementary contractual agreements to our general purchasing conditions.

1.1 Aims of the manual

This manual is intended to serve as a simply structured, readily understandable and practical guide to packaging development, and to inform suppliers about existing guidelines and regulations relating to packaging.

The following regulations are intended, through

- optimum packaging design,
- standardized dimensions for containers, cardboard boxes and carriers,
- specified capacities for each means of packaging
- correct and complete identification of the packaging

to achieve an uninterrupted flow of material between suppliers and SAF-HOLLAND GmbH and to avoid unnecessary repacking.

1.2 What the manual applies to

This packaging manual applies to deliveries to SAF-HOLLAND GmbH in Bessenbach-Keilberg and Bessenbach-Frauengrund.

The packaging manual regulates the procedures for packing

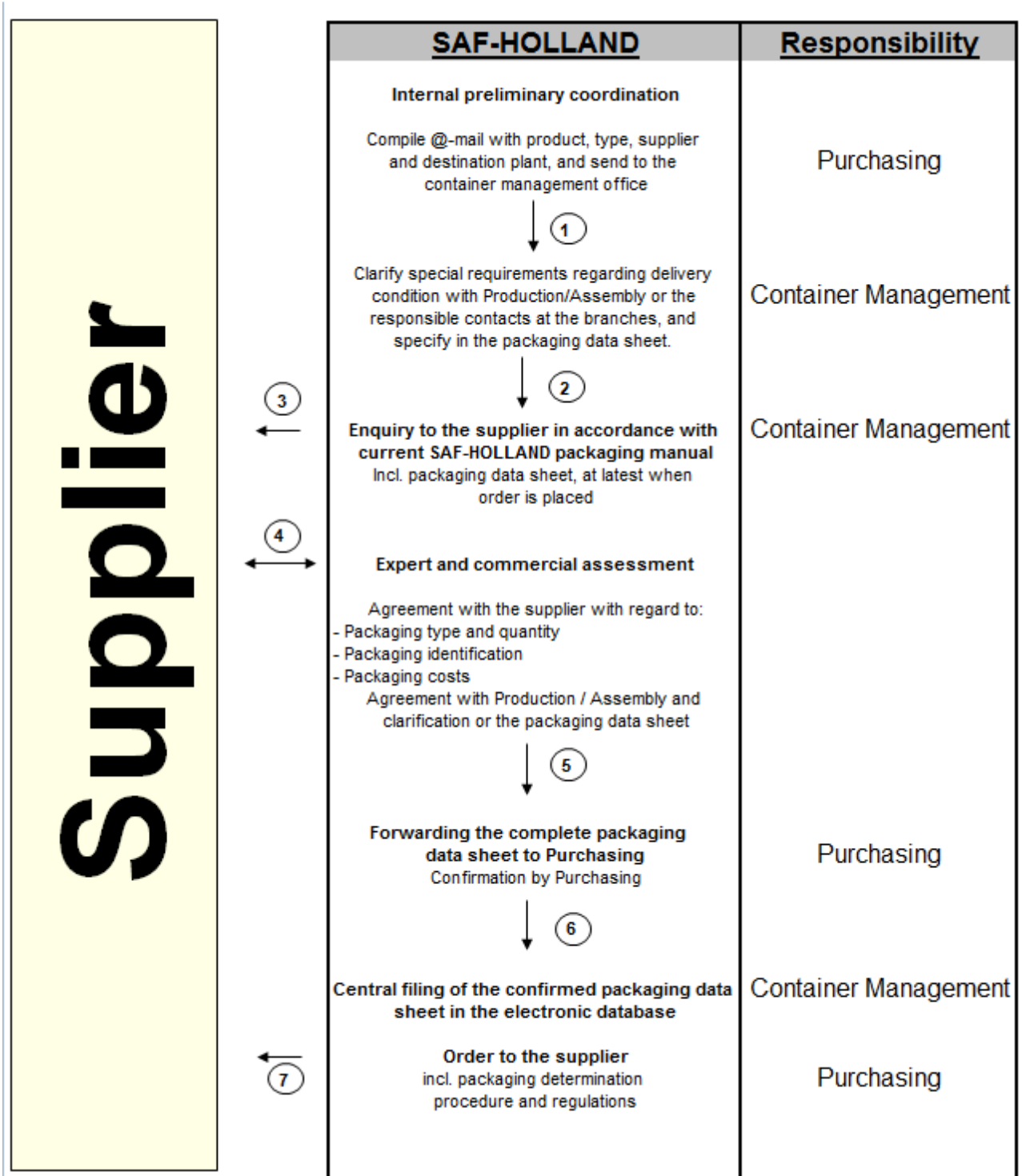
- production parts and
- merchandise

1.3 Contacts

The central container management office is located in Bessenbach-Keilberg.

Container management contacts	Phone number	@-Mail
Wolfgang Schlesinger	+ 49 (0) 6095 / 301 - 198	wolfgang.schlesinger@safholland.de
Silke Prockner	+49 (0) 6095 / 301 - 505	silke.prockner@safholland.de

2 Packaging determination procedure from enquiry to order



3 Packaging regulations and packaging requirements

3.1 Packaging regulations

In terms of packaging regulations, there are two basic categories for the purpose of packing parts purchased by SAF-HOLLAND:

1. Packaging design by the supplier

This case mainly covers production goods that are processed at the SAF-HOLLAND plants, and the supplier must design the packaging particularly in accordance with the guidelines listed in the sections

- 3.2 General packaging requirements
- 4.2 Design of disposable packaging
- 5.1 Identification of the shipping unit
- 5.2 Identification of cardboard boxes and containers.

The supplier's own packaging is normally used.

2. Packaging design by SAF-HOLLAND

This variant is normally used in the following cases

- Reusable packaging for production goods
Disposable or reusable packaging for merchandise, i.e. products that are sold on by SAF-HOLLAND GmbH.

The Production Logistics department compiles part-specific packaging regulations, which are then passed on to the supplier by SAF-HOLLAND Purchasing.

Following consultation with Purchasing, the supplier can order SAF-HOLLAND-specific packaging directly from the packaging manufacturer.

SAF-HOLLAND Purchasing only provides the supplier with packaging for small-volume deliveries. Requesting the necessary disposable packaging is the supplier's responsibility, and the supplier must do so in good time (15 working days before it is needed) from SAF-HOLLAND by submitting a form (see Appendix 9). For small volumes, the requested amount of packaging is determined on the basis of the current annual requirement.

3.2 General packaging requirements

To ensure that the parts are delivered in line with quality requirements, it is essential that the following points are followed:

- The parts must be completely free of any dirt.
Direct contact with unlined corrugated cardboard or wool board and with filling materials is not permitted.
- Protection of the parts
 - against mechanical damage (e.g. deformation, impacts, scratches) and
 - against corrosion

must be guaranteed by the batch packaging (container, box) and, if necessary, additional basic packaging (foil, plastic bags, tubes, vacuum-formed inlays etc.).

- Due to the increased risk of injury, boxes must be sealed with adhesive tape and not with metal staples.
- The shipping packaging must guarantee that the containers / boxes are sufficiently secure and safe during transport and handling. In particular, the
 - specified pallet sizes and designs (see Chapter 4.3)
 - modular dimensions of pallets, based on the Euro size of 1200 mm x 800 mm
 - permissible handling and loading weights
 - double stacking of the loading units

must be observed and guaranteed.

3.3 Packaging requirements for merchandise

- Only SAF-HOLLAND's own packaging materials may be used for delivering merchandise. The supplier's own auxiliary packaging materials (e.g. adhesive tape) may only be used if it is neutral. Suppliers' company logos must be avoided in all cases with this type of packaging. If in doubt, please consult the container management office (for contacts, see Chapter 1.3)
- In principle, in the case of merchandise it is not permitted to deliver more than the ordered quantity. In exceptional cases and only by prior agreement with and approval by SAF-HOLLAND Purchasing, left-over quantities may be delivered. In such cases, SAF-HOLLAND Incoming Goods must be informed in good time before the shipment arrives.
- Sealing the box
 - Boxes with top and bottom closing flaps must be sealed all round with a neutral adhesive tape (minimum width 50mm).
 - Boxes with a hinged lid, e.g. SAF-HOLLAND standard boxes, must also be sealed with a neutral adhesive tape (minimum width 19mm) at four points (2x on the longitudinal sides, 1x at each end).
- When merchandise is delivered, the packaging must be decided upon jointly with the respective contact partner.

4 Packaging design

4.1 SAF-HOLLAND packaging data sheet

In order to fulfill the packaging requirements, it is necessary to define the packaging structure for every product.

The written documentation is provided

→ in the **SAF-HOLLAND packaging regulations**

SAF-HOLLAND Purchasing sends the packaging regulations to the supplier when the packaging is redefined or changed as per the flow diagram in Chapter 2.

Until these specifications are revoked, this packaging then applies across all revision indexes.

Approval of the packaging does not relieve the supplier of his responsibility to deliver undamaged material.

If the agreed packaging is not provided, SAF-HOLLAND reserves the right to charge the supplier for the costs of repacking, plus any handling costs incurred (but at least € 130.00 per loading unit).

Deviations in justifiable cases (e.g. pre-production series packaging for new product launches) must be agreed with the central packaging development office.

4.2 Disposable packaging design

Permitted packaging materials

Material	Approved materials	Materials not allowed
Composites		Composites are not allowed
Plastics, general		
Disposable	PE, PP, PS, PET; Identification in acc. with DIN 6120	PVC, polystyrene
Reusable	PE, PP, PET, ABS Identification in acc. with DIN 6120	PVC, polystyrene
Selected plastic packaging		
Cut film pieces	PE	
Bags and sacks	PE	
Protective and insulation caps	PE	
Tubes	PE, PP, PS	
Vacuum-formed inlays	PE, PP, PS, PET, ABS	
Cardboard and paper	identified by RESY symbol	Wax, paraffin, bitumen or oil papers
Straps	PP, PET	Steel strips, polyamide strips, polyester strips
Corrosion protection paper	only VCI papers that are verifiably recyclable together with paper/cardboard (Brangs & Heinrich)	
Wood	in acc. with IPPC standard	Pressboards/pressboard pallets impregnated, varnished, coated wood Chips made from vegetable products
Filler materials	Corrugated card, paper	Chips made from plant-derived products Chips or moulded parts made from polystyrene

4.3 Design and use of reusable packaging

4.3.1 Types of reusable packaging

The standardized and poolable VDA small load carrier (SLC) system conforming to DIN 30 820 and VDA recommendation 4500 is used as standard.

The following special reusable packagings are possible for parts with larger dimensions and bulky geometries:

- Euro Pool cage pallets
- Euro wooden pallets with collar and lid

4.3.2 VDA small load carrier

This reusable packaging type is principally comprised of the following components:

- Reusable container (SLC with accessories)
- Euro wooden pallet (reusable)
- Means of load securing

The following types of the VDA-KLT system are used:

- C-KLT 4314 (400 x 300 x 147.5)
- C-KLT 6428 (600 x 400 x 280)

Documentation on the KLT systems can be requested from the container management office if necessary.

4.3.3 Internal packaging

For production protection and handling reasons, internal packaging is required on Euro cage pallets, transport boxes or when collars are used on Euro wooden pallets.

This can

- be reusable or
- comprised of disposable packaging materials.

Reusable internal packagings are e.g.

- thermoformed foils or plastic tubes

Like disposable packagings, disposable internal packagings can be

- deep-drawn plastic shapes
- solid cardboard inserts or cut sections
- plastic bags or cut plastic film pieces
- corrosion protection papers.

Decisions about the need for internal packaging, its development and use are the supplier's responsibility, with SAF-HOLLAND keeping open the option of examining it.

4.3.4 Shipping pallet and SLC packaging units

Primarily for logistical and weight reasons, with respect to reusable packaging SAF-HOLLAND uses the size 1200 x 800 (Euro wooden pallet) and 1240 x 835 (Euro cage pallet).

The SLCs may be stacked as follows:

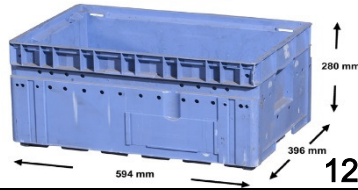
Typ 004314



- SLC 4314 48 SLCs one one Euro wooden pallet

→ 8 SLCs per layer, 6 layers high

Typ 006428



- SLC 6428 12 SLCs one one Euro wooden pallet

→ 4 SLCs pro layer, 3 layers high

4.3.5 Securing of loads

The SLC container load must be secured by

→ Straps (plastic) around the SLC container (double)

4.3.6 Reusable packaging design

The Euro pallet is designed for the following loads when stored in bays or on the fork of a forklift truck:

- 1000 kg, (nominal load) if the load is distributed over the pallet surface as desired.
- 1500 kg, if the load is distributed evenly over the pallet surface.
- 2000 kg, if the load is uniformly distributed in compact form over the entire surface of the pallet.

In the stack, the maximum additional weight on the bottom pallet is 4000 kg if it is on a level, horizontal and rigid surface and the additional weight is applied horizontally and over the entire surface.

As with disposable packaging, only complete layers are permitted on the Euro wooden pallet. SLCs may be shipped individually in the case of smaller quantities.

As with disposable packaging, mixed consignments require a manifest to be enclosed, showing the following data for each type:

- Item abbreviation
- Number of containers for the types in question
- Quantity per container

The various types must be arranged clearly on the pallet. Exceptions must be agreed with the container management office.

In the case of Euro cage pallets, the weight information can be taken from the type plate on the front. This is as follows:

- Intrinsic weight ~ 85 kg
- Load-bearing capacity max. 1500 kg
- Additional weight max. 6000 kg
- Loading space ~ 0.75 m

4.3.7 Procurement and quantities in circulation

→ Reusable packaging (Euro Pool container = Euro wooden pallet, SLC, Euro cage pallet)

Procurement: 50% supplier, 50% SAF-HOLLAND
1:1 exchange

→ SAF-HOLLAND own packaging

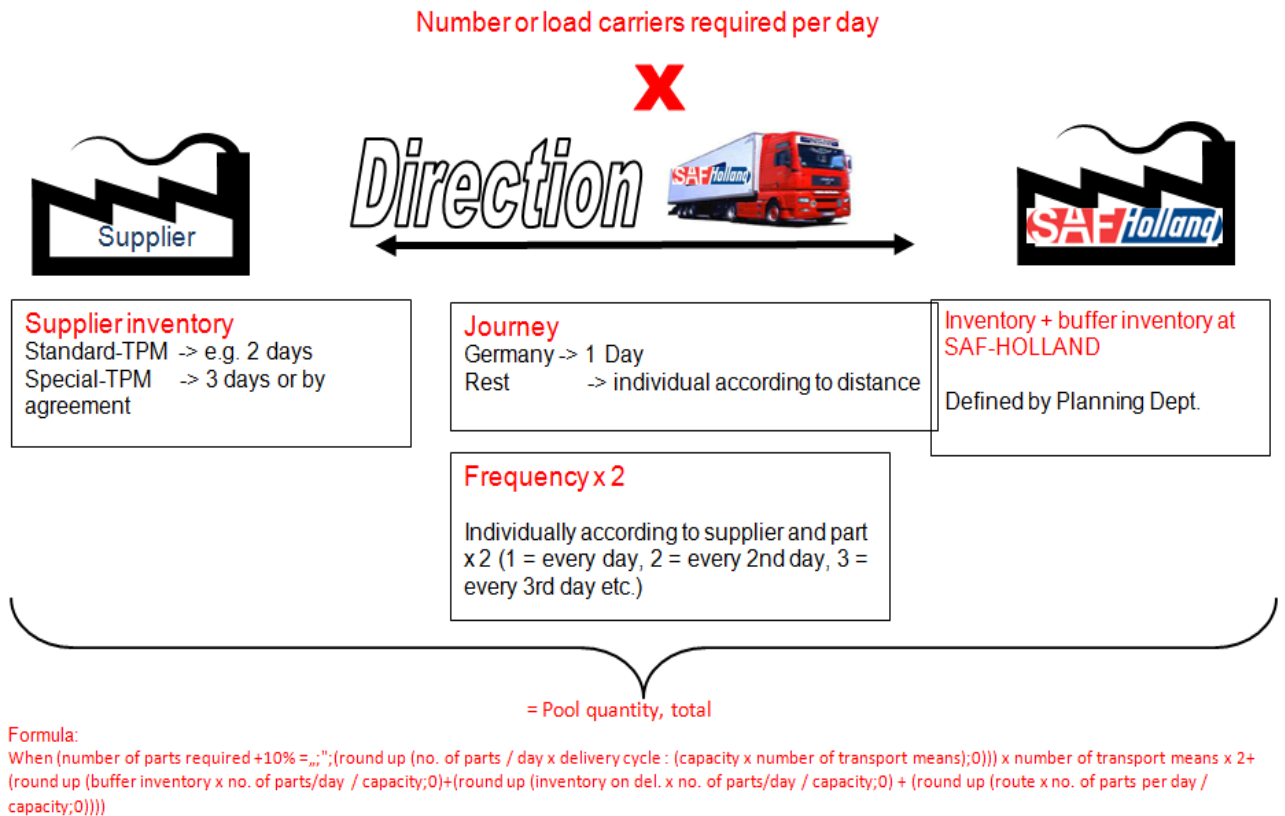
Procurement: Only by SAF-HOLLAND
Pool contributor 100% SAF-HOLLAND

→ The supplier's own reusable packaging is always procured by the supplier for the complete cycle

4.3.7.1 Determining requirements

Normally, a turnaround period in days is calculated when dealing with general reusable packaging.

Defining the parameters for pool quantity calculation Current: 10 / 12



A **10% surcharge** is levied on all calculated quantities in order to cover packaging wear and waste

4.3.8 Cleaning the reusable packaging (SLC)

Cleaned reusable packaging is made available to the supplier. The resulting cleaning costs are to be bilaterally agreed with the supplier.

If necessary, the supplier must clean the supplier's own reusable packaging.

All reusable packaging must not be written on, have stickers applied to it, used for purposes other than that for which it is intended or be brought into contact with oils or greases any more than is necessary. Reusable packaging that has been written on, had stickers applied to it or can no longer be cleaned up must not be put into circulation.

4.3.9 Freight costs on empties

Unless any special terms have been agreed, the freight costs for delivering empties to the supplier will be agreed as follows.

→ For delivery ex works: Covered by SAF-HOLLAND

→ For delivery free domicile: Covered by the supplier

Deliveries of empties must always be announced at least 1 day before delivery to the respective delivery point.

4.3.10 Inventory management

The basis for an uninterrupted reusable cycle is inventory management and management of the reusable packaging. Irrespective of any existing inventory management by the supplier, SAF-HOLLAND GmbH undertakes computerized management of the reusable packaging. A container statement is provided for the supplier every month.

Corrections can be made within 14 working days after presentation of the inventory statements. If the account is not adjusted within this period, the statement is deemed to have been accepted and serves as the basis for charging for the purpose of re-procuring reusable packaging.

4.4 Requesting packaging

If the reusable / disposable packaging is provided by SAF-HOLLAND, it is the supplier's responsibility to request the packaging required.

The information is sent to SAF HOLLAND along with the delivery notice.

It must be noted here that

→ disposable packaging can be requested via SAF-HOLLAND Purchasing and

→ reusable packaging can be ordered from the contacts listed below.

Container Management Contacts	Phone number	@-Mail
Wolfgang Schlesinger	+ 49 (0) 6095 / 301 - 198	wolfgang.schlesinger@safholland.de
Silke Prockner	+49 (0) 6095 / 301 - 505 - 35	silke.prockner@safholland.de

5 Identification and packing

5.1 Identification of the shipping unit

Each shipping unit (pallet unit or shipping box) must be identified with a VDA goods label, the content and form of which conforms to the VDA recommendation 4902.

The following stipulations for the field contents on the VDA goods label must be observed here:

- (8) Customer's item number: SAF-HOLLAND material number (e.g. 04247402280) 11 digits !!!
- (10) Delivery designation, performance: SAF-HOLLAND item designation (e.g. safety nut M30)
- (14) Revision status Construction: SAF-HOLLAND revision index acc. to drawing
- (16) Batch number: Manufacturer's batch number

Appendix 1 contains an example of a completed VDA goods label.

It is not permissible to stick stickers onto reusable shipping packaging. If necessary, corrugated cardboard label carriers can be used here, pushed into place under the strap.

5.2 Identification of boxes and containers

The label must show the following information:

- SAF-HOLLAND material number
- Quantity
- Item designation
- Production date
- Batch number

On these labels, the supplier must add the revision index by hand after the item designation, as well as the production date and the batch number by means of a date stamp.

Labels must always be pushed into the SLC. Sticking labels of any type onto the SLC is not allowed.

5.3 VDA delivery note / VDA waybill

VDA delivery notes and VDA waybills must generally be used with consignments sent to SAF-HOLLAND GmbH.

On the VDA waybill, it is essential to note the means of packaging as well as the consignment.

1) Lieferant und Abnehmer		2) Eingangs- und Bearbeitungsmerkmale				Lieferschein	
17) Autostar Europe GmbH - Carl-Budde-Str. 1 - 3430 Marsberg, Nordrhein 18)		4) Frucht		7) Anlieferung (ab)		3) Nr.	
		bei	unbei	Wagen	Spezial	4) Ursprung	
		5) Lieferanten-Nr.		Früchtig	Hand. Frucht	Rechnung	
				Erneut	Eigen. Frucht	6) Ja	
				Post		6) Nein	
						Deb.-Nr.	
19) Ihre Zeichen	15) Datum/Bestellung	16) Kontierung des Bestellers	10) Unsere Abteilung	13) Monat	14) Unsere Auftrags-Nr.		
21) Versandort (2)			20) Versandbesten		23) Bruttogewicht	24) Netto	
					Stück		
25) Versandanzahl					26) Stückzahl		
37) Preis	28) Zeichnungs-Nr. oder Artikel-Nr.	38) Bezeichnung der Lieferung/Lieferung 39) Einheiten der Verpackung	30) Menge	31) Einheit	40) Empfängermerkmale		
					Menge (ab)	+/-	Gerichte
41) Eingangsmerkmal		43) Sortengröße		44) Überprüfung/Prüfbericht		46) Rechnungsprüfung	
Datum:							

The following example shows how to mark a VDA waybill.

1) Versender/Lieferant 2) Lieferanten-Nr. 5) Beladestelle 8) Sendungs-/Ladungs-Bezugsnummer 11) Empfänger 12) Kunden-Nr. 14) Anliefer-/Abladestelle		3) Speditionsauftrags-Nr. 4) Nr. Versender beim Versand-Spediteur: <div style="border: 1px solid black; padding: 5px; text-align: center;"> SPEDITIONS-AUFTRAG </div> 6) Datum 7) Relations-Nr. 9) Versandspediteur 10) Spediteur-Nr. Telefon 13) Bordero-/Ladefliste-Nr. Telefax 15) Versendervermerk für den Versandspediteur: 16) Eintreff-Datum 17) Eintreff-Zeit				
18) Zeichen und Nr. Lieferschein-Nr.	19) Anzahl	20) Verpackung	21) S F	22) Inhalt	23) Lademittel- gewicht kg	24) Bruttogewicht kg
25) Summe				26) Rauminhalt cdm/Lademeter	Summen	27) 28)
29) Gefahrgut-Klassifikation						
30) Gefahrgut-Bezeichnung						
31) Frankatur		32) Warenwert für SpV		33) Transportversicherung vom Spediteur zu decken mit		34) Versender-Nachnahme
35) Anlagen				36) Auftrags-Nr. Kunde		37) Kontierung
				38) Transportmittel-Nr.		
				39) LKW-Code		
				40) Versandart		41) Abrechnungs-Schl.
42) Empfangsbestätigung des Warenempfängers: obige Sendung vollständig und in ordnungsgemäßem Zustand erhalten.						
43) Übernahmebestätigung des Fahrers: obige Sendung vollständig und in ordnungsgemäßem Zustand übernommen.						
Firmenstempel/Unterschrift						
44) Die Sendung enthält Euro-Flach-Pal. (FP)				davon getauscht Euro-Flach-Pal. (FP)		

6 Protecting purchased parts from corrosion

6.1 Required corrosion protection measures and periods of effectiveness

Corrosion protection measures such as the use of VCI film or short-term corrosion protection agents, etc. must be agreed with SAF-HOLLAND.

The "prohibited substances" standard must be observed when applying corrosion protection procedures.



Cd (Cadmium)



Cr(VI) (Chrom 6⁺)



Hg (Quecksilber)



Pb (Blei)

The following corrosion protection times must be guaranteed by the supplier:

- Production goods (parts installed at SAF-HOLLAND) 12 months
- Merchandise 36 months

6.2 Contacts

Supplier quality contacts	Telephone number	@-Mail
Bernd Aulenbach	+49 (0) 6095 / 301 - 205	bernd.aulenbach@safholland.de
Johannes Bauer	+49 (0) 9372 / 138 - 495	johannes.bauer@safholland.de
Allig Michael	+49 (0) 6095 / 301 - 721	michael.allig@safholland.de

APPENDIX 1

