


Arbeitsanweisung / Work Instruction	AA 7.4 011	
Allgemeine Verpackungs- und Transportanforderung	Revision 7	
	vertraulich	
General packaging and transport requirement	gültig ab: 13.04.2021	

1. Zweck / Purpose

These general packing and transport requirements are intended to ensure trouble-free material flow in the Deharde Supply Chain. Only in the faultless interaction of the supplier and Deharde it is possible to achieve a satisfactory result for all involved parties. Inner and outer packaging as well as professional transport handling are essential components of this supply chain.

2. Verantwortlichkeit, Geltungsbereich / Coverage

Logistics-Manager, Deharde Logistics Employees, Supplier / Haulage Company / Carrier / Transport Services

3. Abkürzungen / Abbreviations

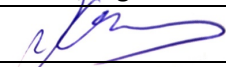
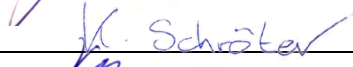
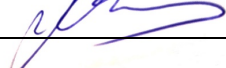
CLACAT / FIATA = European Association for freight forwarding, transport, logistics and customs services
 DSLV = German Forwarding and Logistics Association
 ADSP = General German carrier conditions
 EPAL = European Pallet Association e. V
 IRU = International Road Transport Union
 IPPC = International Plant Protection Convention


4. Mitgeltende Dokumente / Applicable documents

n/a

5. Normative und regulative Verweise


DIN 6120 = Labeling of packaging materials and packaging for their utilization
 UIC Norm 435-4 = Standard for the repair of EURO flat pallets and EURO box pallets
 GefStoffV = Ordinance on Hazardous Substances
 RAL-RG 993 = Quality and test specifications for pallets
 IPPC = International Plant Protection Convention

	Name/ Name:	Datum/ Date:	Unterschrift/ Signature:
Erstellt/ Prepared:	L. Harms	13.04.2021	
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Freigabe/ Approved:	L. Harms	13.04.2021	

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6. Änderungsverzeichnis / Amendment Record

Revision Revision	Freigabe Approved	Beschreibung Description
0	25.01.2016	First release
1	05.04.2016	editorial editing
2	26.04.2017	Implementation of specifications resulting from the customer specification M20144 Supplier Packaging Design Manual; Reference to nonexistent chapter. 5.3 has been removed
3	29.05.2017	Chapter 3.2.3 revised and inserting images
4	26.06.2019	Extension by the chapter air freight
5	13.09.2019	Extension by packaging types QSF-B
6	01.07.2020	Amendment Chapter 15
7	13.04.2021	Adaptation of the document / Amendment Chapter 16

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7. Validity and Aim of the Instructions

These general packing and transportation regulations should ensure the trouble-free flow of materials in the Deharde GmbH supply chain. Deharde can only maintain the extremely high standard of quality guaranteed to the customer if deliveries arrive at Deharde GmbH completely trouble- and damage-free.

This is particularly applicable to all precision parts and assemblies.

These packing and transport regulations are therefore an integral part of every enquiry, every individual order and framework order and are valid for all goods and parts that are procured by Deharde, are delivered or returned after finishing or other processing or are transported on the basis of other requirements, regardless of their destination.

The requirements are obligatory for:


- all suppliers and deliveries to Deharde
- all third-party manufacturers and surface firms and other processors.
- all inner packaging that serves the immediate protection of the deliveries
- all outer / transportation packaging and containers for transportation and storage
- all transport service companies assigned by suppliers or by Deharde
- all transportation procedures within the entire supply chain

Should damage of any kind be sustained as a result of non-observance of these requirements, Deharde GmbH reserves the right to invoice these in full and if necessary, to offset the invoice amount for delivery and / or transportation.

Should it be necessary to carry out repackaging or re-palletising due to insufficient packaging or inadequate transportation, this will be charged at **50 € / net per hour**.

These packing and transport regulations will not be valid if something different is stipulated by Deharde GmbH in individual cases.

These packing and transport regulations do not invalidate any standards and / or legal or technical requirements or other regulations that are generally to be complied with, in particular for the transport of "hazardous goods"!

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8. Packaging Requirements

8.1 General Packaging Requirements

The inner and outer transportation packaging have only one basic objective, that the goods arrive at their destination in perfect condition. The supplier is responsible for ensuring that this objective is achieved without restriction by means of appropriate packaging. The chosen packaging solution is therefore fundamentally the responsibility of the supplier. In exceptional case, Deharde GmbH sends inner and outer and / or transportation packaging with semi-finished parts for processing or finishing. Insofar as it is in undamaged and clean condition, this packaging solution must be used for return transportation to Deharde or their suppliers.


(See also: **Appendix 1** - Description of the Packaging Solutions Used by Deharde).

An optimum outer packaging is of little or no use if the inner packaging, that cushions and secures the packaged goods and provides adequate distance to the outer packaging, is inadequate.

When designing and selecting a packaging solution, **ecological, economical and qualitative** principles must be taken into account, as well as the requirements resulting from customer specifications.

8.2 Requirements for ecological, economical packaging solutions:

- The packaging must not be larger and / or more elaborate than necessary to protect the goods (packaged goods).
- Packages delivered by the supplier must always be filled to their maximum capacity.
- Where possible, only recyclable packaging materials must be used (marked according to DIN 6120 or symbols recognized by the waste disposal industry) for this reason, composite materials should be avoided if possible.
- For economically and qualitatively equivalent disposable and reusable packaging solutions, preference must be given to the reusable packaging solution.
- Pool compatible reusable packaging and transport solutions (i.e. Euro pallets, Euro grid box pallets, plastic boxes) must be used in preference to non-pool compatible reusable packaging and transport solutions.

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8.3 Basic aspects for a packaging solution of optimum quality

- The inner, outer and transportation packaging solution selected must fully and reliably protect the packaged goods to be transported whilst in transit. Attention must be
 - paid to the correct stiffness and stability of padding and outer packaging.
- Packaged goods must not protrude from the transportation packaging under any circumstances whatsoever and must be avoided by taking the appropriate measures and selection of suitable transportation packaging.
- The maximum possible G-force values on the various transportation routes and methods must be taken into consideration to determine the degree of protection required.
 - (see **Appendix 2 – Maximum G-Forces to be Considered During Transportation**)
- The chosen packaging solution must afford the packaged goods with protection against all manner of dust and moisture. Protection against infestation by vermin or insects must also be provided.
- The structure of the packaging materials that come into direct contact with the packaged goods must be such that they neither stick to the packaged item nor leave imprints on the packaged goods due to their surface structure or cause damage to the surface of the packed goods by abrasion.
- The packaging materials chosen must not at any time transfer odour or dust or other substances of any type or cause abrasion to the packaged goods.
- The packaging materials used must not contain any substances whatsoever that are hazardous, (or) poisonous or harmful to health (refer also to the Ordinance on Hazardous Substances – GefStoffV and/or the EU List of Forbidden Substances)
- Packaged goods that are susceptible to corrosion must be protected from corrosion by taking the appropriate measures. The usual climatic conditions and influences during transportation must be taken into consideration when selecting the corrosion protection.
- Possible moisture in the packaging must be prevented by suitable units of drying agent (desiccant).

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9. Environmental protection: IPPC - International Plant Protection Convention

The Convention for the Protection of Plants is an international treaty on legal and technical measures against the introduction and removal of plant diseases and their control. All wooden packaging that goes abroad must have been treated according to the IPPC 15 standard. The IPPC marking must be printed on all loose parts as well as boxes and pallets on 2 opposite sides.

	Links	IPPC- Symbol (destilisierte Ähre)
	DE	Ländererkennung nach ISO 3166 (DE für Deutschland)
	RP2	Kennung der Region (RP für Rheinland Pfalz)
	49030	amtliche Registriernummer
	HT	Behandlungsart (Heat Treatment, hitzebehandelt)
	DB	ggf. debarked (entrindet)

10. Requirements for transport packaging and transport - Dispatch mode - delivery per parcel

Parcel compatible consignments from suppliers within the EU should preferably be dispatched through parcel service providers (DHL, DPD, UPS, Hermes, GLS etc.). The maximum size of parcels handled by parcel service providers vary in part.

Parcel service compatible parcels of some providers:

DHL and DPD

- max. total weight per parcel: 31.5 kg
- up to 3 m combined length and girth/parcel (2x width + 2x height + 1 x length)
- up to 1.75 m length/parcel

Hermes and GLS

- max. total weight per parcel: 31.5 kg
- up to 450 l
- up to 3.10 m length/parcel (2.80 m + 0.30 m)

UPS

- max. total weight per parcel: 25kg - 31.5 kg - 70 kg
- up to 4.19 m combined length and girth/parcel (2x width + 2x height + 1 x length)
- up to 2.70 m length/parcel

The requirements of paragraphs 2 and 3 must be taken into consideration for packaging packaged goods in a parcel.

If several parcels with the same content are to be dispatched, the total number of units must be legibly marked on each parcel.

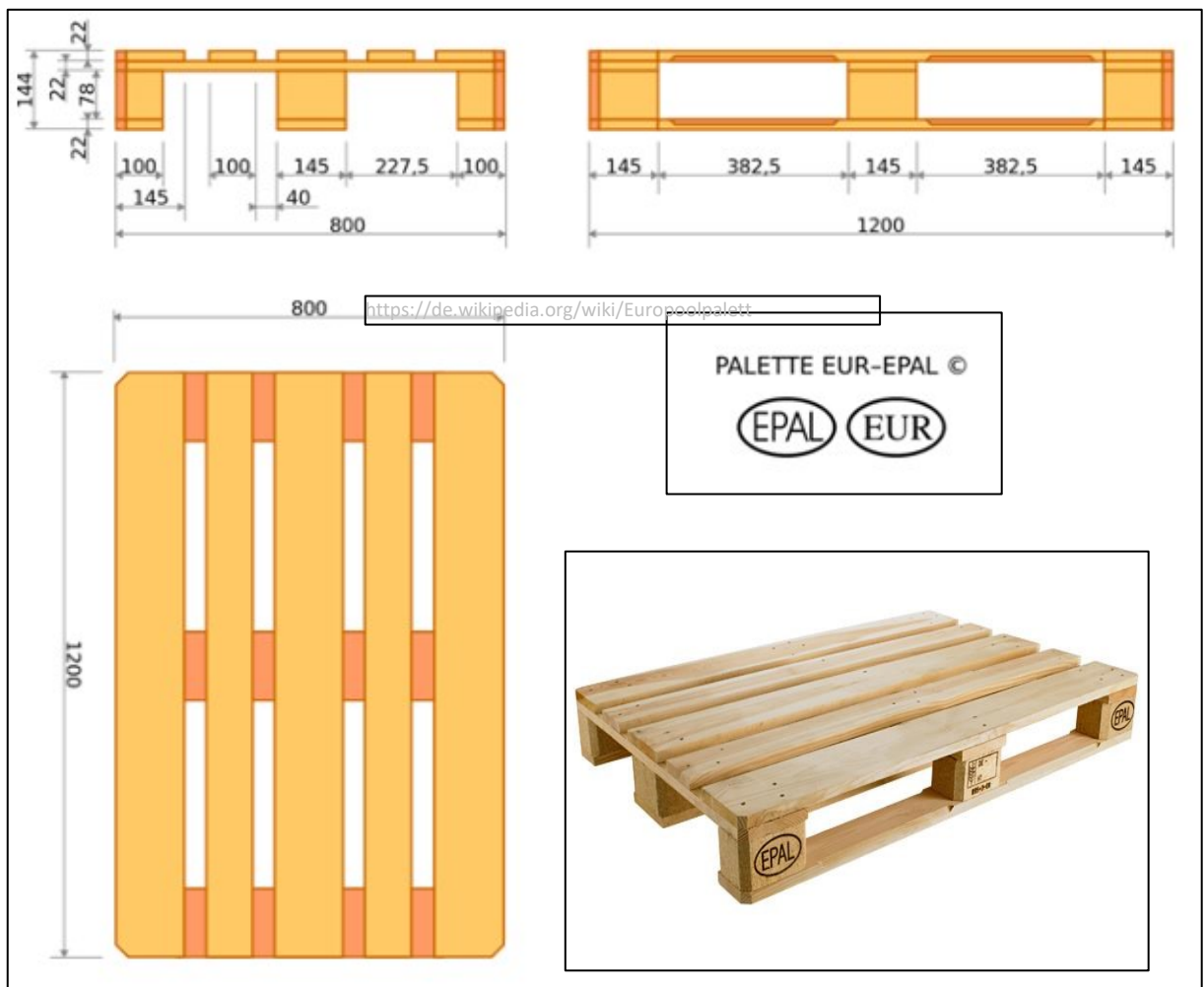
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11. Dispatch mode - delivery per haulage company

All non-parcel compatible consignments must only be delivered by either the supplier's fleet of vehicles or by a haulage company that is a member of the **DSL**V (Deutschen Speditions- und Logistikverband für Deutschland) or the **CLECAT / FIATA** (European Freight Forwarders Association, Transport, Logistic and Customs Services) - or **IRU** (International Road Transport Union).

12. Dispatch mode - Euro-pallets

All consignments must always be loaded on undamaged, flat Euro-pallets with DB quality mark RAL RG 993.



<https://de.wikipedia.org/wiki/Europalpalett>

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Euro-pallets are deemed to be no longer usable if they do not fully conform with the exchange criteria of the EPAL - European Pallet Association.

See also: <https://www.epal-pallets.de/eu-de/>

If a single upper or lower deck board is damaged so that one or more nail or screw shanks are revealed



A board is missing



If a block is missing or split to the point where more than one nail shank is visible. Twisted blocks must not protrude by more than 10mm.




A board is broken transversely or diagonally.



If more than two lower or upper edge boards are split so that more than one nail or screw shank is revealed.



<http://www.kaml-verpackung.de/de/Paletten/Paletten-Ankauf>

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Other characteristics (poor condition overall):

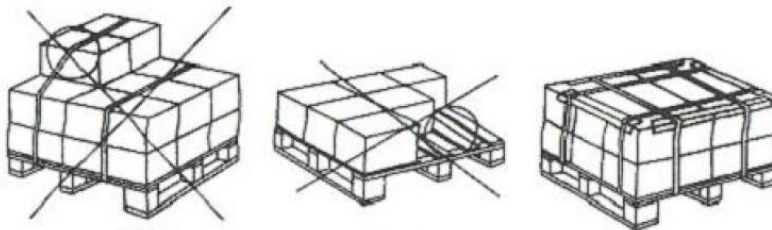
- The loading capacity can no longer be guaranteed (wood worm-eaten or rotten, heavy splintering).
- Contamination is such that products may be soiled.
- Large splinters are coming away from a number of blocks.

12.1 Exchange procedure upon delivery of goods

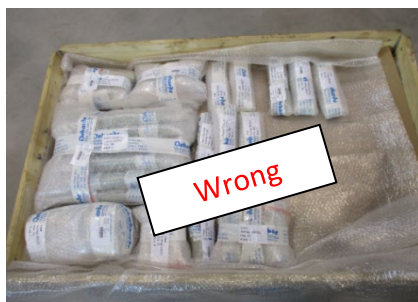
- As a matter of principle, if deliveries are made on EPAL compliant pallets, these will be exchange on a one for one basis. Goods will not be re-palletised.
- If deliveries are made on non-EPAL compliant pallets, these pallets will not be exchanged on a one to one basis. The goods will be re-palletised and the damaged pallet will be handed over to the haulier on the spot. The supplier will be charged for such work (cost of a new pallet and time taken to re-palletise – see Paragraph 2).
- If re-palletising is not possible at the time, once re-palletising has been done, the damaged pallet will be handed over to a pallet repair company in accordance with the regulations of the UIC Standard 435-4. The proceeds will be deducted from the costs incurred.

12.2 Transportation requirements

- To prevent damage to the goods being transported and injuries to personnel through protrusions, packages must not protrude from the load carrier under any circumstances. They must be stacked on the pallet to form a compact, secure transport block, so that no re-packing measures need to be taken by Deharde.
- Packaging gaps in the shape of recesses must be avoided during transportation in the same way as protrusions or if they can not be avoided, such gaps must be filled by suitable empty packaging.
- If gaps and recesses can not be avoided due to the goods that are packaged, the haulier must fill these gaps when loading by taking the appropriate measures. The haulier / supplier will be held liable for damages caused by neglecting to fill such recesses or gaps.



- Each component must be protected against mix-ups by packaging it separately or placing it in a defined area with its associated documentation.
- Various components (HTZ) must be packed separately (with associated documentation) Carton-by-box Packaging of component types
- Everything that fits in a box must be packed in a box.



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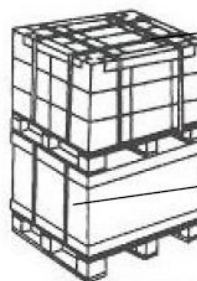
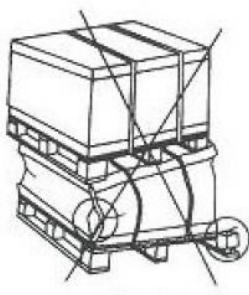
- Always have at least two straps around the pallet.
- The company Deharde uses so-called pallet frames in order to avoid gaps and mechanical damage during transport.



If such pallet stacking frames are used during transportation from Deharde to third-party manufacturers, surface firms or other processing companies, these must be used for the return transportation after being inspected for possible damage and functional impairment.

This applies to all other packaging systems that Deharde has uses for the outgoing transportation (e.g. Corrugated cardboard systems and boxes, plastic boxes, large pallets, etc.).


- The combination of packages on the pallets must be order-related and if necessary, item-related. Orders and items must not be distributed as part lots across several pallets or packages. Identical items must not be distributed across several packages if there is sufficient free capacity on the pallets.
- The pallet units must be adequately secured to the pallet by means of plastic or steel banding. As an alternative to banding, plastic wrapping film can be used if this has been agreed upon. If this is the case, the plastic wrapping film must be wrapped tightly around the frame of the pallet.



Pallet weight > **300 kg**
4 bands

Pallet weight < **300kg**
2 bands

- If loading the pallet with individual packages, the loading height of 1.2 m and total weight of 850 kg must not be exceeded.

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- If the units to be transported do not allow stacking, this must be indicated by attaching correspondingly well-known stickers - pictograms.



<https://www.ratioform.de/verpackung/Warensicherung-und-Export/Transportsicherung/Palettenstabilisierung-Staub-Naesseschutz/Palettenhuetchen-nicht-stapeln/>

If units are stacked on one another during transportation despite being clearly marked, the full cost of any damages caused (in deviation to the ADSP regulations!) will be borne by the haulage company. If the packages are not clearly marked or not marked at all, the full costs of any damages caused will be borne by the supplier.

- Deharde GmbH use their own built large pallets for longer units. These pallets are in some cases 2.8 m long and are equipped with fork-lift compatible runners. If these pallets are over 1.5 m in length, they must not be lifted by fork-lift or hand-lift trucks with standard fork prongs. In this case, telescopic or extended prongs must be used. As an alternative, 2 lifting trucks can be used for further transportation.



Important!

**However, it is strictly forbidden to drag the runners over the ground for further transport!
The runners can break off!**

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13. Shipping method - boxes

- If the shipment cannot be made via Euro pallets as described in **Chapter 12**, wooden crates in various sizes that are specially made for Deharde will be used. The wooden boxes are always provided with an associated lid and closed.
- For deliveries outside of Europe only wooden boxes are used that comply with the IPPC standard and are marked with the IPPC mark (**see chapter 9**).




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	HT	Behandlungsart (Heat Treatment, hitzebehandelt)
	DB	ggf. debarked (entrindet)

14. Marking and freight documents

Markings must be unambiguous:

- Any old markings must be removed or rendered illegible.
- Markings must be attached visibly to the sides on which the lifting points are foreseen.
- Markings must be attached in such a way that they can not go missing.

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14.1 Consignment note

The delivering haulier must hand over the correct consignment and accompanying papers.

- The consignment note must contain the following shipping details:
 - Sender (supplier) address
 - Date of dispatch
 - Deharde delivery address
 - Deharde order number
 - Name of the orderer
 - Number of packages / pallets belonging to the consignment note
 - Total weight of the consignment
 - Number of exchange pallets
 - Receipt boxes for exchanging pallets
 - Receipt boxes, Deharde employee and haulage company employee

14.2 Delivery note

- Each delivery must be accompanied by an original delivery note. The delivery note must be attached to a clearly visible position of the front side of the package in a delivery note pouch.
- If the consignment is made up of several packages, the package containing the delivery note must be visibly marked.
- The delivery note must contain the following information:
 - Delivery note number
 - Delivery date
 - Sender
 - Sender contact details / contact person
 - Goods recipient at the Deharde facility
 - Deharde order number
 - Order information (specified by Deharde on the order)
 - Shipping mode
 - Position / name / material number / quantity / batch
 - Gross weight of the packages
 - Net weight of the packages
 - Number of packages per delivery note / order (order number)#

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14.3 Pallet/package labelling

- Each pallet or package must be labelled such that it can be unambiguously identified as the delivery specified on the delivery note.
- The label must contain the following information as a minimum:

Pallet label

- Sender (supplier)
- Date of dispatch
- Deharde delivery address
- Order (order number)
- Gross weight of the parcel /
- Net weight of the parcel
- Number and number of parcels in the consignment
- Numbering of the pallets / parcels must allow unambiguous identification of all parts of the consignment.



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Appendix 1 – Description of the Packaging Solutions Used by Deharde



- Euro-pallets with stacking frames



- Corrugated cardboard system



- Padded out empty spaces inside the transportation packaging




- Sturdy large pallets



- Bubble-wrap



- Styrofoam moulded packaging

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14.4 Verpackungsarten von QSF-B Bauteilen (Verpackung von Kleinbauteile ohne Lack)

- Components may be packed in bags of max. 50 pieces are packed
- Components may be in contact
- Bag must be labeled from the outside (label)



- For components without labeling, a component tag of the bag must be enclosed for every 5 components



- When packaging in pallets, containers or boxes, it must be ensured that the packaged components can not slip and that no components protrude beyond the pallets / containers



- The packaging must be filled with filling material (paper, bubble wrap or similar).



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14.5 Verpackungsarten von QSF-B Bauteilen (Verpackung von Kleinbauteile mit Lack)

- Components must not have any contact



- Pack components individually in a thin bubble bag



- Or place bubble wrap in S-shape between the components



- **When packaging in pallets, containers or boxes, it must be ensured that the packaged components can not slip and that no components protrude beyond the pallets / containers**
- **The packaging must be filled with filling material (paper, bubble wrap or similar).**



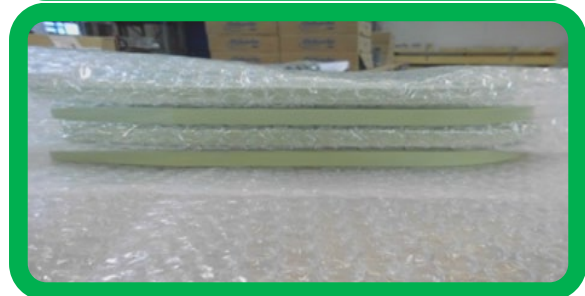
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14.6 Verpackungsarten von QSF-B Bauteilen (Verpackung von mittelgroßen Bauteilen)

- Pack components in bubble wrap



- Bubble wrap in S-shape



- Up to 10 components max. pack as a package

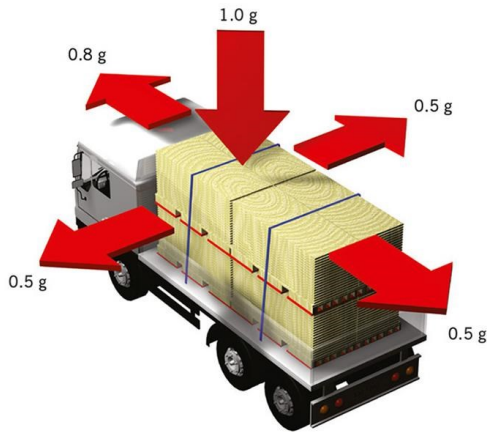


- **When packaging in pallets, containers or boxes, it must be ensured that the packaged components can not slip and that no components protrude beyond the pallets / containers**
- **The packaging must be filled with filling material (paper, bubble wrap or similar).**

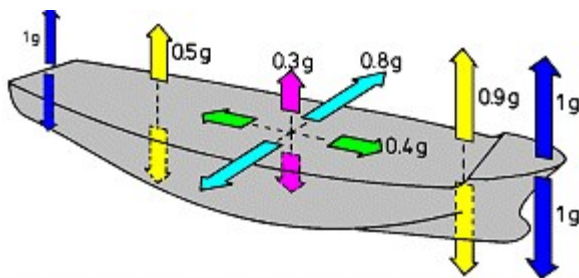
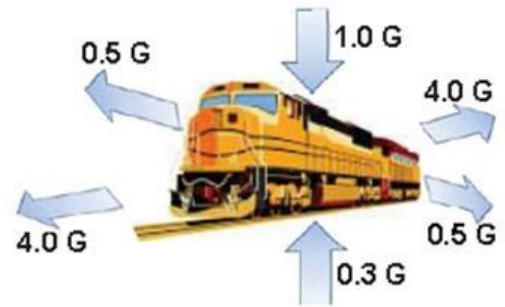


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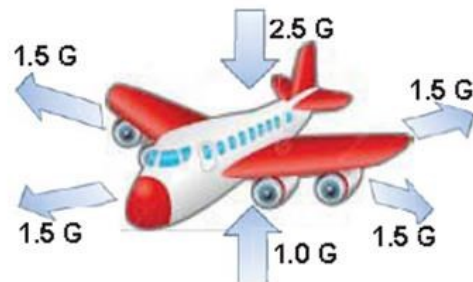
Appendix 2 – Maximum G-Forces to be Considered During Transportation



Airbus Manual <https://www.berleburger.com/bsw/ladungssicherung-lkw-la.jpg>



http://www.containerhandbuch.de/chb/stra/images/02_03/strauch_02_03_050.g



Airbus Manual

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15. Delivery of raw material manufacturer

15.1 Load carriers:

The delivered goods must be delivered on Euro pallets. The exception is material with excess length. **Pallet frames or solid cardboard boxes** are preferred.



Important!

The use of one-way pallets should be avoided!

15.2 Sorting

Several blanks (**different articles**) in a pallet must be clearly marked and clearly separated from the other components.



The blanks of an article must be shipped in batches. If this is not possible, please divide the batches into several pallets. It is also important to ensure space-saving packing.


15.3 Certificates and delivery notes

The delivery notes belonging to the pallets are to be attached to the outside of the pallet, certificates are to be printed out and attached to the pallet with the corresponding material.



Important!

We also ask you to send a delivery note and certificate to the following e-mail address: dokumentation@deharde.de

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16. Delivery from external manufacturer (Supply Chain)

16.1 Delivery on euro pallets

The delivery takes place exclusively on Euro pallets with clip-on frames or 3-layer cardboard (cardboard boxes up to 30kg). Pallets must be packed in such a way that damage during transport is prevented. Please note that this is tightly closed (cover) and banded at least twice.



16.2 Identification of the outer packaging

The order number must be listed on the respective box and numbered for other packages. The labeling can be done with the help of a label printer, but should not be written directly on the cardboard.

