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## Document version: **BN 905-001e a**

### 1 General

The choice of packaging can have an impact on product quality; therefore, it must be checked by the supplier during the feasibility assessment and before submitting an offer.

### 2 Choice of packaging

In consultation with DELLNER BUBENZER Germany GmbH (hereinafter: DeBu), the supplier must select suitable packaging which ensures that the goods arrive at DeBu damage-free, taking into account the various transport methods and routes as well as in order to avoid quality risks due to environmental influences.

Furthermore, in consultation with DeBu, the supplier must select packaging in such a way that environmental influences do not impair the material delivered during storage.

The responsibility for packaging suitable for transport and handling, which ensures damage-free and, if necessary, corrosion-free delivery to the place of consumption, lies with the supplier. Deviations from this packaging regulation (hereinafter: VV), for example due to a special product geometry, must be approved by DeBu Quality Assurance before dispatch. Incoming deliveries are checked by DeBu with regard to compliance with the VV at goods receipt. If the goods are delivered contrary to the VV, the supplier will be notified of this. Expenses – of whatever nature – arising from non-compliance with the VV may be charged to the supplier.

The supplier must ensure that the packaging is chosen according to the delivery material. The following points must always be observed:

- A damage-free delivery must be guaranteed.
- The material must be protected against moisture (corrosion inhibitors must be coordinated with DeBu).
- Packaging must be chosen in such a way that storage for at least 24 months is possible even in a covered outdoor storage area.
- No unnecessary waste should be generated.
- Individual packaging in load carriers such as Euro pallets and pallet cages must be secured against slipping and damage.
- Electrical and electronic components must be protected against electrostatic discharge (ESD).
- Parts made of rubber materials must be protected against negative factors such as heat, light, ozone, oxygen, moisture, mechanical forces, and soiling (e.g. by oils or solvents).
- Castings and forgings in the unfinished state should preferably be packed in pallet cages, wooden crates or in corrugated cardboard wrapped on Euro or one-way pallets.
- Contact protection is mandatory for machined castings or forgings. The selection of a suitable contact protection is – depending on the weight, size and material of the parts – to be carried out by the supplier himself.
- To avoid surface damage, painted parts must not touch each other or come into contact with other hard objects. The most important requirement for the packaging of painted parts is therefore to ensure con-

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tact protection. In addition, painted parts may only be packed dry; parts and inner packaging must be protected from moisture.

Information on the delivery condition of Euro pallets and pallet cages can be found on the Internet at

<http://www.epal-pallets.de>

DeBu expects all suppliers to comply with the exchange criteria for this transport material. For individually agreed packaging, the criteria in this instruction also apply.

If a packaging has been defined, the supplier is requested to check the packaging - in compliance with the quality requirements - with regard to a possible cost reduction and to inform DeBu of any existing potential. As a rule, a lower environmental impact should also be achieved. Cost-reducing measures must be coordinated with DeBu and implemented as quickly as possible.

### 3 Marking of packages

In general, the packages should be packed in a way that is suitable for handling, i.e. in such a way that no repacking is necessary and each package can be identified immediately; the labelling must be clearly visible from the outside.

A label containing the following information must be affixed to each outer carton at the bottom left of the end face:

- Part number DeBu
- material description
- Total number of pieces as well as number of pieces per container per article number
- packing date
- supplier code

### 4 Goods receiving hours

Monday to Thursday            06.00 to 14.45  
Break time                        09.00 to 09.15 and 12.00 to 12.30


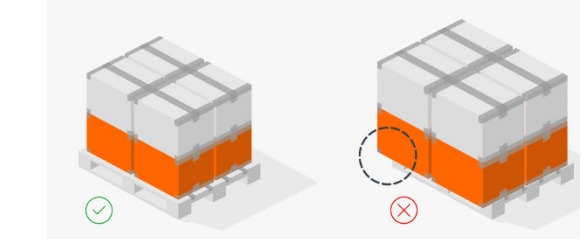

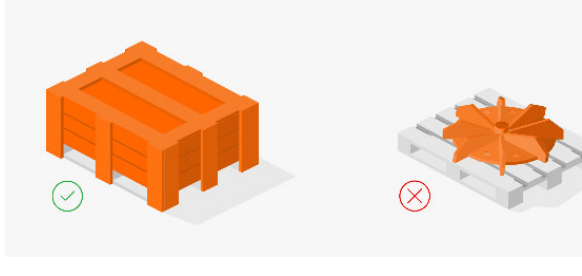

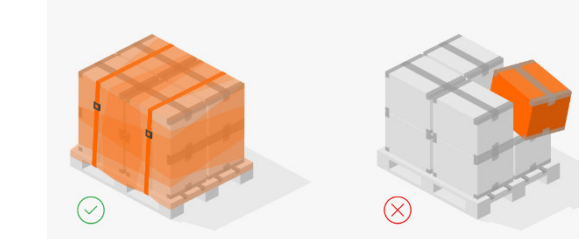
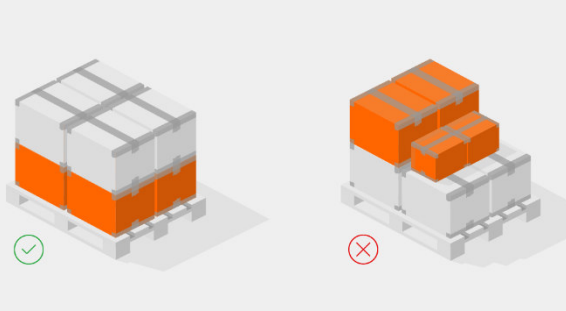
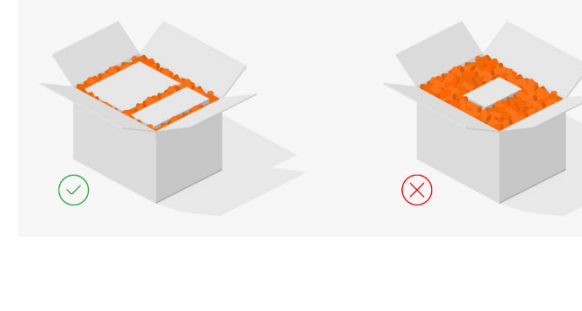

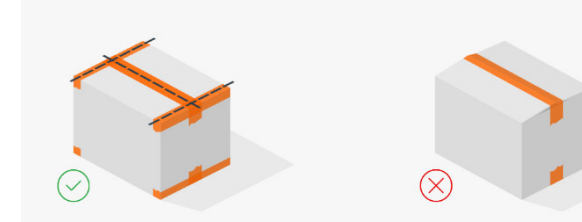
Friday                              06.00 to 13.00  
Break time                        09.00 to 09.30

The supplier must ensure that the freight forwarders and carriers commissioned comply with the above-mentioned goods receiving times.

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**5 Examples of packaging types**

<p style="text-align: center;">Stack pallets correctly</p> 	<p style="text-align: center;">Do not pack over the edges</p> 
<p style="text-align: center;">Fill cartons out</p> 	<p style="text-align: center;">Special packaging – protect parts</p> 
<p style="text-align: center;">Secure load against slipping</p> 	<p style="text-align: center;">Secure cartons on pallets</p> 
<p style="text-align: center;">Stack cartons correctly</p> 	<p style="text-align: center;">Use cartons correctly</p> 
<p style="text-align: center;">Avoid excessive individual weight</p> 	<p style="text-align: center;">Seal cartons correctly</p> 

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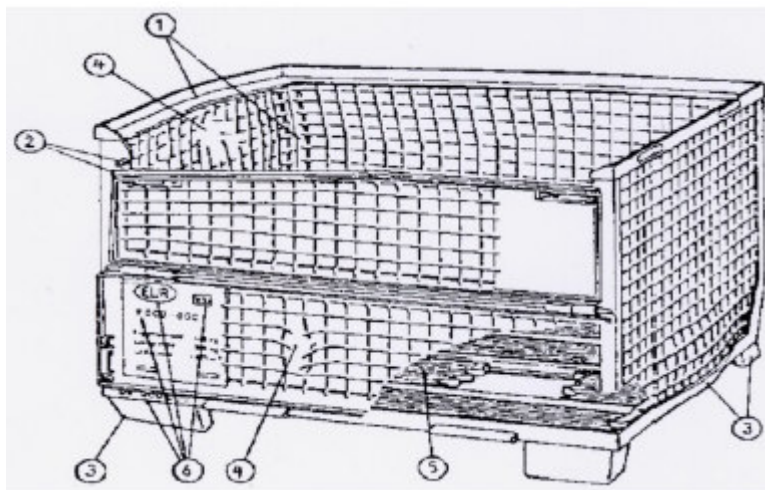
**6 Packaging with VCI (Volatile Corrosion Inhibitor)**

The following guidelines and application notes apply to all parts that are packed in VCI in accordance with the order and delivery instructions:

- The packaging must be chosen in such a way that the VCI film is not damaged during packing, storage and transport, as otherwise effective corrosion protection cannot be achieved.
- The components must be cooled to room or ambient temperature, packed dry and free of grease and oil residues in VCI foil.
- The packaging of the VCI packaging material (flat film bag) must be closed if it is not used up completely at the end of packaging.
- Avoid touching rust-sensitive metal parts with the unprotected hand; gloves must be worn.
- If contact occurs after cleaning the component without gloves, the component must be cleaned immediately with a suitable grease solvent and packed in a new VCI film.
- The distance between the VCI material and the metal should not exceed 30 cm, depending on the application. Additional VCI material must be used for larger packaging goods.
- All parts must be packed in VCI film and sealed with adhesive tape so that an effective protective atmosphere can be created.

**7 Pallet cages**

Pallet cages are not usable or exchangeable if they have one or more of the following defects:



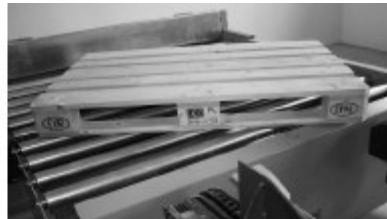
1. deformation of the frame or corner column
2. fixed or non-closable front wall flaps
3. bent feet or bent floor frame (no longer stackable)
4. cracked wire mesh

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5. missing or broken bottom board
6. missing marking: essential marks are missing or illegible (name and location of the manufacturer or manufacturer code and year of manufacture)

**8 Euro pallets**



The valid types of quality for exchanging Euro pallets are:

- Euro pallets NEW according to UIC 435-2: Delivered directly from the manufacturer.
- Class A and B\*: Euro pallet, has already been used and has darkened wood, but no soiling. No protruding splinters caused by use and no twisted blocks. All mandatory markings are legible.

Definitely not accepted or exchanged are pallets with defects, e.g.:

- Adhesions (cardboard, foil, tapes, labels, protruding nails, etc.)
- twisted blocks
- contaminants
- improper repair, wrong component
- cracked or broken board
- protruding or broken wood splinters
- missing component
- missing or incomplete declaration/manufacturer code

\*Quality classifications refer to the generally recognized definitions of Gütegemeinschaft Paletten e. V., Düsseldorf

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