



1. Objective of the general packaging provisions

The objective is to provide our suppliers with simple and practical guidelines that outline our requirements and supplier responsibilities and facilitate a seamless material flow between suppliers and SMW Metallverarbeitung GmbH.

In addition to these general provisions, it is naturally also necessary to observe and comply with the respective national and international laws, standards and regulations that apply to goods deliveries.

The packaging provisions are an essential part of every order and apply to all suppliers of SMW Metallverarbeitung GmbH (and its contractual logistics partners), referred to in the following as SMW. For this reason, we kindly ask that you comply with the "general packaging provisions" and inform all relevant areas of your company, as well as your sub-suppliers and your commissioned freight forwarders, of these requirements and ensure their accordant implementation.

A failure to comply with these provisions will trigger a complaint. Furthermore, any additional costs that arise due to a failure to observe the provisions will be passed on to the supplier directly.

Deviations from these shipping and packaging provisions must be expressed agreed between the supplier and SMW Metallverarbeitung GmbH. Furthermore, SMW reserves the right to agree goods-specific shipping and packaging provisions with the supplier.

2. Delivery address

Please observe the specifications in our orders regarding the delivery and billing address.

3. Delivery papers

Delivery papers and accompanying documents must be handed over to the warehouse personnel in clean form.

A separate accompanying document must be supplied with special deliveries (complaints, reworks, etc.), unless there is a return/complaint delivery note.

4. Goods acceptance times

These apply for all sites of SMW Metallverarbeitung GmbH until further notice:

- Monday to Thursday: 07:00 – 15:30 hrs
- Friday: 07:00 – 11:30 hrs

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5. Packaging provisions

5.1. Policy

Only exchangeable or recyclable packaging is permitted, to ensure that the waste management targets of SMW and the environmental laws are observed according to the following priorities:

5.1.1.Avoidance:

Adequate goods protection with the minimum use of packaging materials (volume and weight).

5.1.2.Reduction:

The reduction and continuous improvement of reusable packaging and materials.

5.1.3.Reuse:

Environmentally compatible, unmixed and reusable materials should be selected for all types of packaging and filling materials.

5.2. General packaging requirements

The selected packaging must satisfy the requirements of the packaged goods. In general, it must withstand the stresses of the intended mode of transport. This means it is necessary to consider the transport route and means of transport, as well as any relevant circumstances, such as weather influences and handling during transshipment. The sender shall be liable for all damage and costs that are caused by packaging if this does not satisfy the aforementioned requirements.

5.3. Specific packaging requirements

The transport packaging must guarantee sufficient protection of the packaging and loading units during transport, handling and storage. In order to achieve the quality-compliant delivery of parts, the following points must be observed as a minimum:

5.3.1.The packaging must guarantee protection of the parts against mechanical damage, soiling and corrosion.

5.3.2.Boxes must be closed with adhesive tape and not with metal staples

5.3.3.No metal strapping shall be used as transport protection

5.3.4.Specified pallet dimensions and the maximum permissible weight must be observed

5.4. Packaging

With all forms of shipping, select adequate packaging that is appropriate for the goods and secure during transport. Transport damage costs that are not recognised by insurers due to inadequate packaging shall be borne by the supplier.

Packaging must be planned with consideration to logistics, transport and quality assurance, environmental compatibility and efficiency aspects, and in accordance with ISO 14001. The packaging materials must be labelled with the transport and packaging symbols applicable to the respective product. The supplier must guarantee the possibility of disposal according to separate materials by SMW, without additional separation efforts and costs. When determining the packaging design please also consider the transportation equipment required.

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5.4.1. General

- All shipments must delivered on undamaged euro pallets per DIN EN 13698 or on one-way pallets with a basic size of 1,200 x 800 mm and must comply with the exchange criteria of EPAL.
- Deviating loading equipment is only permissible for the delivery of long goods or coils. When delivering long goods or coils, the supplier must select load carriers and packaging such that safe transport of the goods is guaranteed.
- **Maximum permissible size and weight**
 max. L = 1.200mm
 max. W = 800mm
 max. H = 970mm
 max. weight = 1000kg
- **Any projection of the goods including tilted position is not permitted, i.e.: is prohibited!**
- **The fork clearance of all load carriers must be clear of film.**
- **The centre of gravity of the load must always be in the middle!**
- **All loads must be secured against tipping and/or sliding - unsecured pallets will not be accepted!**
- Projecting film, paper, labels, tape, etc. is prohibited.
- Any mixed pallets that are not clearly recognisable must be uniformly labelled as such. Mixed pallets should always be avoided.

5.4.2. Pallets

Non-exchangeable euro pallets

If euro pallets exhibit the following damage, the pallets cannot be exchanged and must be repaired in accordance with the provisions of the UIC information sheet 435-4.

Further features of non-exchangeable euro pallets are poor general condition, carrying capability or reliability/safety are no longer guaranteed, soiling is so great that the transport goods could be soiled, severe splintering is apparent on multiple blocks, as well as apparent use of impermissible parts following a repair

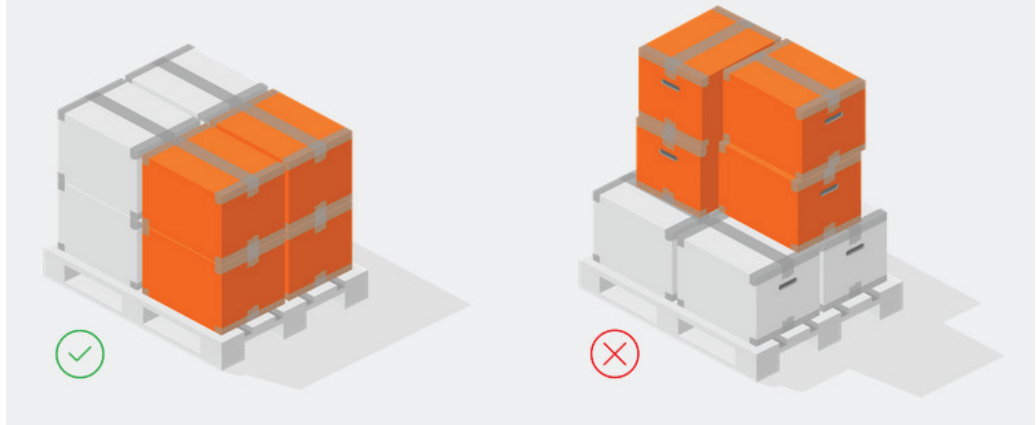
Possible damage:

- A base or top edge board is splintered such that more than one nail or screw shaft is visible
- The EUR marking on the right and the railway stamp on the left are missing
- A board is missing
- A block is missing or is split such that more than one nail is visible
- A board exhibits a crosswise or diagonal break
- More than two base or top edge boards are splintered such that more than one nail or screw shaft is visible

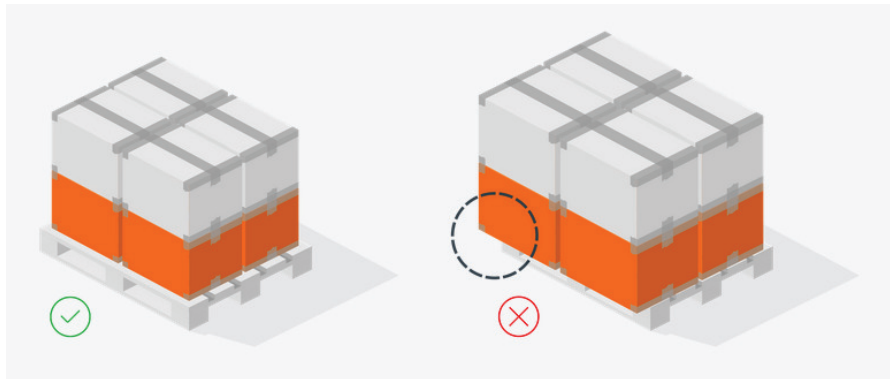
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5.4.3.Guidelines for packing pallets

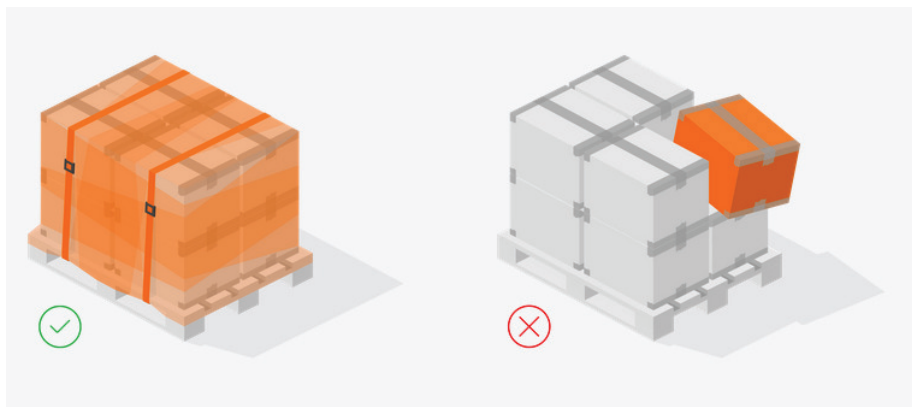
- Stack in rows
Rows provide the maximum stacking strength.



- Make sure nothing overhangs
Goods must fit on the pallet, without hanging over the edge. **SMW accepts no projections**



- Lashing
Use packing straps and/or stretch film to secure objects to the pallet. **Keep the pallet fork clearance clear!**



- Clear labelling
Because the pallets are predominantly placed in storage, the labelling must be applied to the

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front face and not on the top.



5.4.4. Stacking frames

Stacking frames with a height of 400mm, standardised per ÖNORM A 5301, are deemed exchangeable.



5.4.5. Box pallets

Box pallets must comply with the exchange criteria and therefore be EPAL compliant.

Non-exchangeable box pallets

If box pallets exhibit one of more of the following forms of damage, the box pallets cannot be exchanged and must be repaired by the shipment supplier in accordance with the provisions of the UIC information sheet 435-4! Non-exchangeable box pallets are not subject to settlement against the SMW – TGT account and are therefore not credited to the supplier. The resultant additional costs shall be billed to the supplier.

Possible damage:

- Deformed push-fit bracket attachments/corner posts
- Hinged front panels not working
- Bent base frame or feet
- Cracked steel mesh
- Broken or missing board
- Missing railway/pallet organisation stamp and/or EUR mark
- Possible soiling of the cargo due to high level of rust/soiling

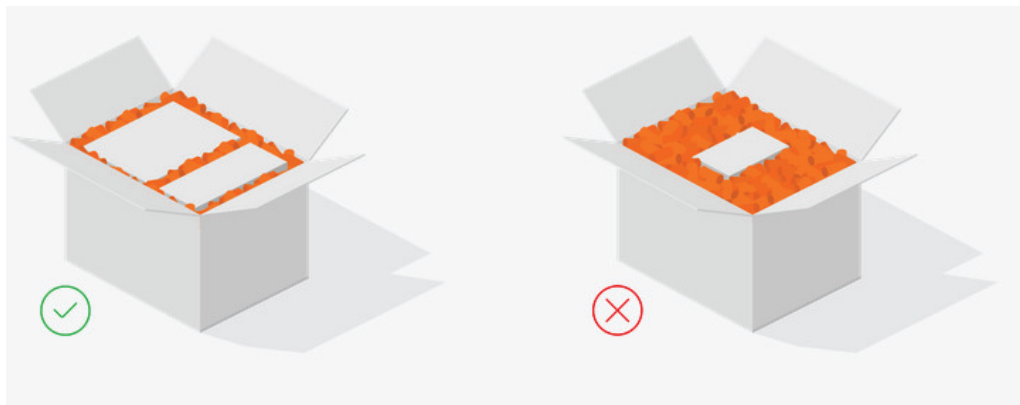
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5.4.6.Shipping boxes

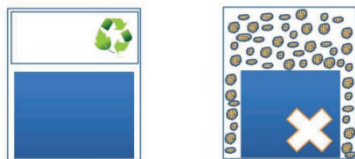
- Ensure suitable quality
Used boxes are weaker. Make sure your box is strong and in good condition



- Avoid unused space
Avoid boxes that are too large for their contents



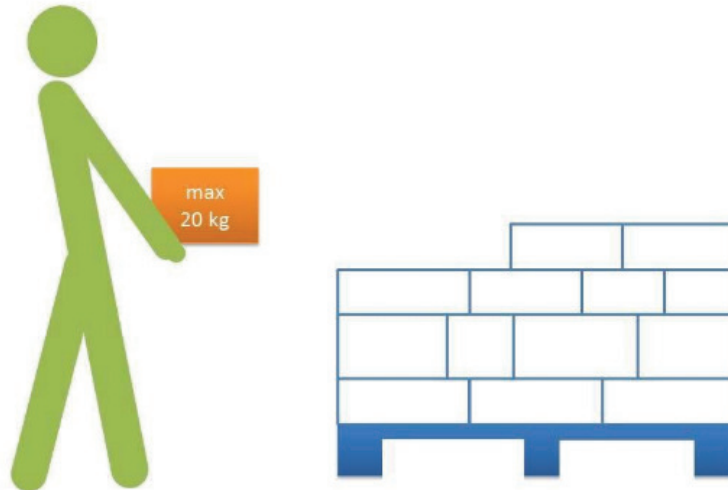
If padding material is used, make sure this can be removed quickly and easily, and that this can be recycled if possible. Avoid loose filler materials such as packing chips, shredded material, newspaper, wood wool, etc.



Adequate transport protection is essential. Make sure edges are protected by suitable padding. Protect cylindrical parts with screwed edges if necessary.

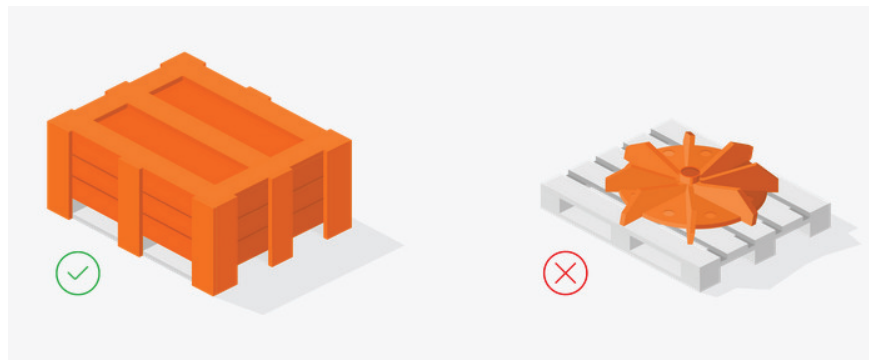
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- Heavy boxes
Packages that are lifted manually should not be heavier than 20kg. Always deliver packages that weigh more than 20kg on pallets.

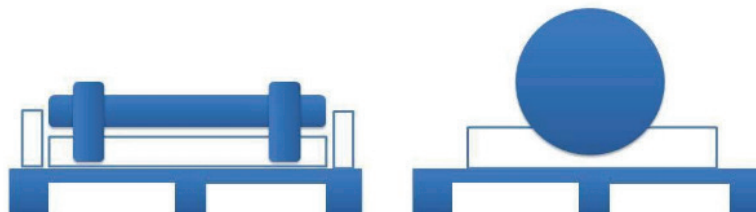


5.4.7. Irregular packages

- Objects that are not packed in boxes
Large unpackaged objects must be placed on a pallet. You can subsequently fit a wooden frame (stacking frame).
Make sure the load is secured on the pallet to prevent tilting and sliding.

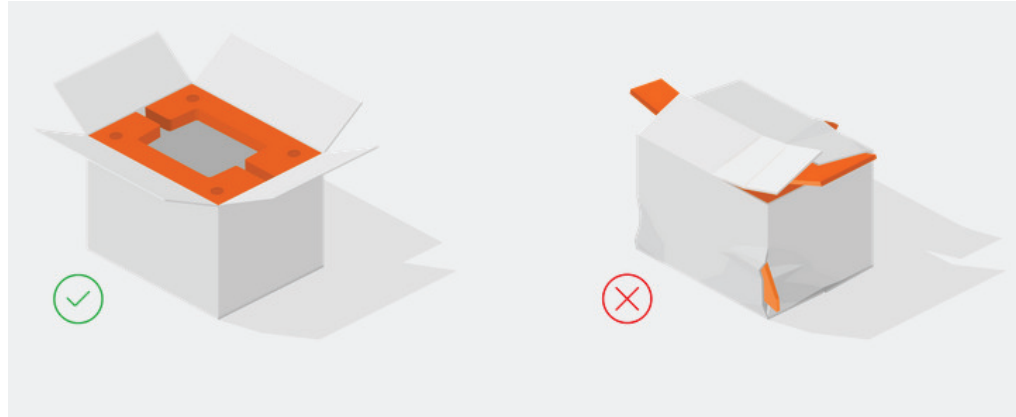


When packing heavy and/or very large parts with a wooden box, crate, transport aids or pallets, make sure the inserts are designed such that the load is properly secured against sliding.



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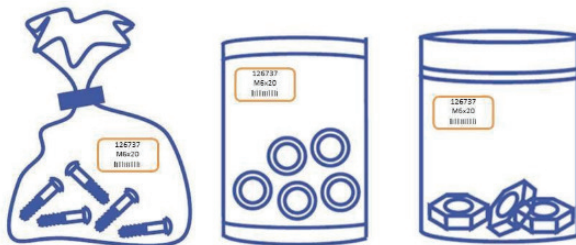
- Sharp/protruding objects
Sharp objects must be fitted with protective padding before packing in boxes. Make sure that nothing ever protrudes from a packed transport box because this can lead to damage during stacking. If necessary, use a larger transport box or consider the use of a pallet



5.4.8. Package marking

Each package must be labelled with the SMW order number, article number, article designation, quantity and quantity unit. With bulk goods, appropriate packaging unit labelling is necessary

If the labelling of one part is not expedient, package the parts in an adequate packaging container



5.4.9. Imports from third countries

With imports from third countries (e.g. China, Russia, etc.) be sure to select the right packaging to guarantee safe import and seamless customs handling.

Wooden packaging must comply with the applicable laws and standards.

- Import regulations for solid wood packaging:
To prevent the importation of wood pests, many countries have quarantine regulations. In 2002, the International Plant Protection Convention (IPPC) - a subordinate organisation of the Food and Agriculture Organisation (FAO) of the UN - introduced uniform provisions for shipping packaging made from solid wood: the ISPM 15 (International Standards for Phytosanitary Measures).

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- REGULATIONS for solid wood packaging:**
 Wood must be debarked
 Wood must be treated using a recognised treatment process (heat treatment = no mould infestation, gassing with methyl bromide is no longer permitted in the EU)
 Labelling the packaging

The ISPM 15 regulations only apply to solid wood - exempted from this are wood materials (plywood, compressed wood, fibreboards and veneer) and solid wood with a thickness of less than 6 mm. Products that consist of wood and that have been produced using glue, heat and pressure or a combination of these, are also not required to comply with the ISPM-15 standard.
- MARKING**
 As proof of compliance with the standard requirements, a mark is applied to the wood. The mark consists of the country identifier, the region identifier and a registration number that is assigned to the packaging manufacturer, packer or shipper by the regional plant health authority. The mark also contains an abbreviation for the treatment method - e.g. HT for heat treatment.

The mark must be legible, permanent and visible, and should ideally be applied on two opposing sides of the packaging. It must not be drawn by hand!

5.4.10. Concluding remark

Compliance with these transport and packaging provisions is checked by our incoming goods department.

Any of the following:

- citing an incorrect order number / missing order number
- citing an incorrect article number / missing article number
- delivering incorrect goods
- a missing delivery note
- an over/under-delivery of more than 10%

will lead to the generation of a complaint and a defect report that will be included in the supplier appraisal.

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