

General Shipping and Packaging Regulations



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General Shipping and Packaging Regulations



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2 Purpose of these general shipping and packaging regulations

The following specifications of Eckerle on the packaging and shipping of goods supplement the contractual agreements in the global terms and conditions of purchase (GTCP). This agreement applies to the Eckerle Group of companies – hereinafter referred to as “Eckerle” – and which include:

Eckerle Automotive GmbH
Eckerle Industrie GmbH
Eckerle Automotive Thüringen GmbH
Eckerle Automotive Kft.
Eckerle Industrie Kft.
Eckerle Automotive Boly Kft.
SC Eckerle Automotive S.R.L.
SC Eckerle Industrie S.R.L.
Eckerle de Mexico S.A. DE C.V.
Eckerle (Zhuhai) Co., Ltd.

It is the supplier’s responsibility to ensure that all delivered parts are stored, preserved, protected and packaged appropriately both internally and externally to guarantee safe delivery without damages. The supplier must comply with the provisions of these packaging regulations as well as adhere to any additional national and international regulations.

3 Delivery address

Please take note of the information in our orders regarding the delivery and billing address.

4 Goods receiving hours

4.1 Goods receipt in Ottersweier

Delivery address: Industriestraße 15, 77833 Ottersweier
Monday to Friday: 7 a.m.- 4 p.m.

4.2 Goods receipt in Steinbach-Hallenberg

Delivery address: Am Schertzer 18, 98587 Steinbach-Hallenberg
Monday to Friday: 7 a.m.- 4 p.m.

4.3 Goods receipt in Bóly

Delivery address: Dobó utca 32, 7754 Bóly
Monday to Friday: 7 a.m.- 4 p.m.

4.4 Goods receipt in Kiskőrös

Delivery address: Dózsa Gy. út 44, 6200 Kiskőrös

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Monday to Friday: 7 a.m.- 4 p.m.

4.5 Goods receipt in Zalaegerszeg

Delivery address: Wlassics Gy u. 13, 8900 Zalaegerszeg
Monday to Friday: 6 a.m.- 10 p.m.

4.6 Goods receipt in Cluj-Napoca

Delivery address: B-dul Muncii Nr. 1-15, 400641 Cluj-Napoca, Jud. Cluj
Monday to Friday: 12 a.m.- Midnight

4.7 Goods receipt in Querétaro

Delivery address: Calle Jurica # 121, Parque Industrial Querétaro, C.P. 76220 Delegación, Santa Rosa Jaureguí, Santiago de Querétaro, Estado de Querétaro, Mexico
Monday to Friday: 7 a.m.- 11 p.m.

4.8 Goods receipt in Juventino

Delivery address: Libramiento Bicentenario # 302 Colonia Unión Popular Independiente, Santa Cruz de Juventino Rosas, C.P. 38240, Estado de Guanajuato, Mexico
Monday to Friday: 6 a.m.- 8 p.m.

4.9 Goods receipt in Zhuhai

Delivery address: No. 8, Dingwan 8 Lu, Sanzao Town Jinwan Zhuhai, Guangdong, P.R. China, 519040
Monday to Friday: 8 a.m.-11:40 a.m. / 1 p.m.-4:30 p.m. / 5:30 p.m.-7 p.m.

5 Packaging requirements and regulations

5.1 General packaging requirements

According to §§ 407 of the German Commercial Code, the selected packaging must meet the requirements of the goods to be packaged. The packaging must offer adequate protection for the intended mode of transport. This means that the transport means and route, as well as possible relevant circumstances such as weather conditions and subsequent transportation, handling and storage must also be considered. The following requirements must be taken into account when choosing a packaging solution, whether reusable or disposable:

- The goods must be protected against damage, contamination, or environmental influences that could lower their quality
- The goods must be protected against any form of corrosion
- The containers or packaging must be storable and stackable

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- The sender is liable for damages and expenses caused by packaging that does not meet the above requirements

5.2 Specific packaging requirements

The delivery must meet the following requirements regardless of the choice of packaging:

- The components must be delivered without any quality losses and free from contamination and dirt
- Damaged packaging may not be used
- Transport packaging should allow for safe and easy handling during loading and unloading
- Formation of rational loading units and efficient use of transport capacities (stackability)
- Adequate transport safety
- Safe and easy handling when removing components from the packaging
- Proper labeling
- Use of materials in an environmentally friendly manner
- One material number for each packaging, i.e. sorted according to the type (e.g., separated right/left)
- If mixed containers cannot be avoided, the various components must be clearly visible, well separated and organized appropriately
- Alternative packaging options (such as standard reusable packaging e.g., Euro pallets and grid boxes, etc.) must also be considered
- In case of possible damage through slipping or friction between the packages, appropriate separating sets or layers must be used
- Scratch- and/or shock sensitive components must be cushioned appropriately (e.g., using bubble wrap)
- For cross-border transportation of goods, the import regulations regarding wooden packaging materials must be observed. This includes appropriate labeling of all processed materials according to the IPPC standard ISPM 15 (International Standards for Phytosanitary Measures no. 15)

5.3 Packaging functions

The packaging must fulfill several functions during transportation, handling, storage and subsequent movements of the goods:

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- **Protection**
 - Protection against physical damage and environmental pollution
 - Adequate stability for the maximum stack height
- **Loading and transport**
 - Transport packages must be designed to facilitate easy and safe handling, lifting, moving, unloading, and stowing of goods.
- **Storage**
 - The packaging must withstand the static and environmental stresses incurred during storage
 - Ideal packaging should streamline the storage and retrieval process
 - Storage space should be utilized optimally
 - The use of suitable packaging allows for a systematic arrangement of the stored goods
- **Ease of use**
 - Easy and safe to use
- **Information**
 - Visible attachment of the necessary shipping information and delivery data
- **Environmentally friendly**
 - Environmentally friendly and problem-free recycling/disposal as well as compliance with applicable legal regulations
- **Warranty**
 - The supplier guarantees that the information on the packaging complies with the content as long as the delivered package is undamaged
- **Rationalization**
 - Efficient shipping and storage units in terms of the shipping method, route and shipment weight, utilization of transport capacities, and safe handling during loading and unloading, storage, opening, and disposal

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5.4 Separating sheets

The grid boxes must be lined with cardboard when shipping small parts or mixed containers. For components with sensitive surfaces (e.g., coated, polished, etc.), a carton, bubble wrap, etc. must be placed in between for protection.

Note: According to DIN EN 1560, the use of recycling materials with materials from groups 0 and 1 (except stainless steels) is not allowed.

5.5 Use of disposable and reusable containers

Both reusable and disposable packaging must be considered when developing a packaging concept. Here, reusable packaging shall be given preference. Disposable packaging may be used if there is proof of profitability. The profitability analysis in this case must also consider the disposal costs.

- Reusable packaging
 - Wooden Euro pallets 1200 x 800 x 150 mm (DIN EN 13698)
 - Grid box pallets 1240 x 835 x 970 mm (DIN 15155/8 - UIC 435-3)
 - Stanchions
 - Universal boxes and small load carriers
 - Part-specific packages that have been approved by Eckerle
 - Half grid boxes or similar
 - Fluid containers
- Disposable packaging
 - Disposable cardboard
 - Disposable pallets
 - Disposable packaging aids
 - Disposable protective packaging
 - Disposable liquid containers

The procurement of disposable packaging shall be carried out by the supplier. Environmentally friendly, widely accepted recyclable materials must be used for all disposable packages. Adhesive/packaging tapes, films, labels, and tags must not limit the recyclability of the carrier material.

The following points should be considered when choosing a disposable packaging solution:

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- Type and material
- Recycling
- Modularity
- Stackability
- Packaging aids (workpiece holder, insert, intermediate layers)
- Disposal
- Design (printing, design bracket, sealing)
- Optimized fill quantity
- Easy handling
- Goods tags/labels

5.6 Load units of reusable and disposable packaging (LU)

A load unit (LU) consists of small packaging units (PU) that have been lumped together to facilitate handling, transportation, stacking, and storage.

5.6.1 Stackability of load units

If a load unit consists of smaller containers or units (i.e. Pus), it must be matched to the standard dimension or pallet.

5.6.2 Formation of load units

The packaged goods and load units should not exceed the basic dimensions of a load unit (1200 x 800 mm). The height of the load units must be secured to prevent slipping during transport. This can be done using plastic tapes, stretch wraps, etc. Edge protection angles must be used to avoid tearing of bundling straps for cardboard packages. It must also be ensured that the stability of the rest of the goods is not endangered when removing components from a load unit.

5.6.3 Mixed packaging

Mixing of products and stacking of different product types on a pallet should be avoided. This is only permitted when the packaging unit is not full. A packaging unit must also be labeled with the inscription stating the different product types. The products must be arranged by type and under no circumstances may these be mixed.

The packaging units must be arranged so that the weight and size of the different products decrease from bottom to top. Big and heavy products are to be stacked at the bottom whereas smaller and lighter products are to be stacked at the top.

The following is not permitted:

- Stacking of half of one product type and the other half of another product type/article

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- Mixed stacking in layers
- Stacking of products ordered by different companies on one pallet

5.7 General corrosion protection

Corrosion refers to the attack and destruction of materials through chemical or electrochemical reactions with environmental agents. Corrosive agents are materials that surround the different components and cause corrosion. These include dirt, gases, salts, and dust. All components that are susceptible to corrosion, as well as all machined and ground surfaces, especially machined castings and forgings, require special protection and must be protected actively against corrosion.

Preventive measures include corrosion protection of the material and corrosion protection through adequate packaging.

The type, nature, and timing of the corrosion protection depend on:

- the type of protection required in accordance with the specifications of Eckerle
- the sensitivity of technical surfaces to corrosion and other detrimental effects (dust, dirt, etc.)
- transport conditions and duration
- storage conditions and duration
- subsequent handling of the goods
- subsequent utilization of the goods

5.7.1 Corrosion protection on material

Unless agreed otherwise, any corrosion protection measures required by Eckerle in accordance with applicable specifications/drawings are to be implemented by the supplier. Components delivered without the agreed corrosion protection shall be considered defective and shall be the liability of the supplier. Only corrosion protective agents approved by Eckerle may be used.

5.7.2 Corrosion protection packaging

Regardless of the corrosion protection agent applied to the material, the components being delivered must be packaged in a way that protects against corrosive agents and surface damage during transport and storage. This can be achieved by using appropriate seals, films, plugs, covers, etc. Anti-corrosion films such as VCI paper and films, which are suited for the respective material group, must also be used and supplemented with regular films/recycled paper if necessary.

5.7.3 Anti-corrosion films

Anti-corrosion films contain chemical substances that evaporate gradually and form a protective film on the surface of the packaged parts, which displaces oxygen. It is often enough to simply wrap the parts in the protective film, but the distance between the anti-corrosion film and the parts may not exceed 30 cm. Airtight packaging is not necessary, but

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the anti-corrosion film must be enclosed in a sealed package to ensure effectiveness of the corrosion protection. The anti-corrosion film must be adapted to the respective parts or alloys. For components with different alloys, only a few parts may be protected against corrosion. The use of desiccants can provide better protection in this case.

5.8 Environmental protection

Eckerle recommends the use of recyclable materials for disposable and reusable packaging and load carriers. Here, preference is given to reusable packaging and carriers. This way, Eckerle and its suppliers can pursue the waste management goal of environmental laws in compliance with its ecological principle - **“avoidance before reduction before recycling”** – and thus contribute actively towards waste prevention.

Preventing packaging waste

Limit the packaging waste to the required minimum.

Packaging reduction

Reusable and disposable packaging solutions must be defined in compliance with ecological and economic aspects and only used to the extent that is necessary.

6 Security of the supply chain

Particularly during transportation of merchandise (movable goods that are largely sold unchanged), all shipments must be packaged in a tamper-proof manner. This means that the packages should not allow access to the contents without leaving externally visible tracks. Examples of measures that can be used to ensure this include:

- Safety seal along the edges of the clamping straps
- Openings in the package (cover / floor / etc.) must be sealed properly to prevent access to the contents (overlaps are hereby recommended)
- Package must be identifiable (company logo or layouts/prints that have been approved by Eckerle)
- Handholds in the packages must not allow access to the contents of the package
- Clamping of cardboard boxes

If there is any doubt as to whether the requirements of this regulation must be fulfilled for the current point, the person responsible for the procurement must be consulted for a written agreement.

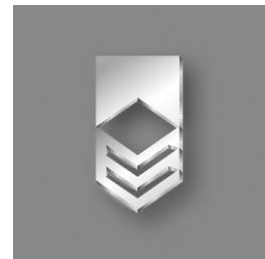
7 Weights and dimensions

The maximum permitted gross weight of a parcel is **31.5 kg**.

The maximum permitted gross weight of a load unit is:

- **1000 kg** for deliveries in grid boxes
- **1000 kg** for deliveries on EURO or disposable pallets

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If there is any doubt as to whether the requirements of this regulation must be fulfilled for the current point, the person responsible for the procurement must be consulted for a written agreement.

8 Standards and guidelines

Standard / Guideline	As of	Version
Delivery note according to DIN 4991	2006-04	-
Forwarding order (consignment note) according to VDA 4922	2010-06	4
Bar code-compatible goods tag according to VDA 4902	1996-04	4
Dial-up of delivery note and transport data according to VDA 4913	1996-03	4
§22 of the Traffic Code	2009-09	46
§412 German Commercial Code	2006-10	9
VDI Guideline 2700	2004-11	-
TRGS220	2007-09	-




9 Labeling using symbols

Only use symbols in accordance with DIN 55 402 and ISO R/780 standard.

No.	Meaning	Symbol	Description	According to DIN	According to ISO	Remark
1	Protect from moisture		The package must be kept in a dry place.	X	X	ISO 7000, no. 0626
2	Fragile		The contents are fragile and must be handled with care.	X	X	ISO 7000, no. 0621
3	Top		Shows the correct upright position of the PU or LU	X	X	
4	Center of gravity		Shows the center of gravity of the package being handled as a single unit	X	X	ISO 7000, no. 0627
5	Do not stack		Stacking of the packages is not allowed and no load should be	X	X	ISO 7000, no. 2402

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			placed on the package			
7	No hand hooks		Hand and/storage hooks may not be used on the package as they can puncture and hence damage the content	X	X	
8	Do not use forklifts		This protects the package from improper handling.	X	X	
9	Electrostatically sensitive device components		Components and modules that are marked with this symbol or whose packaging carries this symbol can be damaged through electrostatic discharge.	X	X	

10 Exceptional provisions

Should specific packaging provisions require derogation from these packaging regulations, Eckerle must be consulted for a written agreement.