

Packing instructions / **Handling guidelines**

(for internal use with direct suppliers of the Sturm Group)



Dear Supplier,

The following packing instructions are required handling specifications to be used for all package units/packages sent by your company to our headquarters in Salching or any other Sturm Group locations.

Only packaging materials with a take-back, exchange or recycling guarantee throughout Germany can be accepted.

In case of non-compliance with the packing instructions, we reserve the right to bill you for additional costs or extra disposal costs or to refuse to accept the delivery and return the package units to you at your expense.

These documents are property of the Sturm Group. They are designated as confidential and to be used only in-house for the purpose of the work contracted from first tier suppliers. Copying, reproducing or transmitting these documents to third parties/competitors is strictly prohibited. Violations can result in legal proceedings under civil and penal law!

1 Packaging

1.1 Loading equipment

All package units/packages must be suitable for transport by lorry, as well as forklift/crane.

The following standard loading equipment is acceptable:

- Euro pallet



- Euro mesh box



- Disposable pallet



- INKA pallet



- Shipping crate



- Cardboard box / package



For certain jobs (usually specified in the order), it may be necessary to pack various components or parts in specially made fixtures, e.g. steel frames, wooden crates or other special loading equipment. Consult with us in advance.

Loose parts in a shipment must be packed separately (bags or cardboard boxes inside the package unit).

The main priority is to ensure safe transport!

If loading equipment (Euro pallets, Euro mesh boxes) arrive at our facility with defects, they will not be replaced!

We reserve the right to either accept or refuse defective loading equipment.

1.2 Auxiliary shipping materials

“Auxiliary shipping materials” refers to all shipping materials that can be used for securing (to prevent slipping in any direction and associated damage) and stacking components or parts.

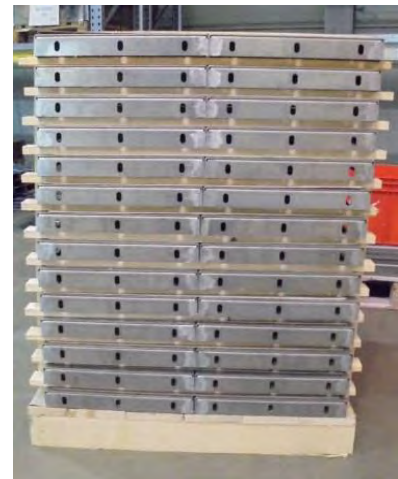
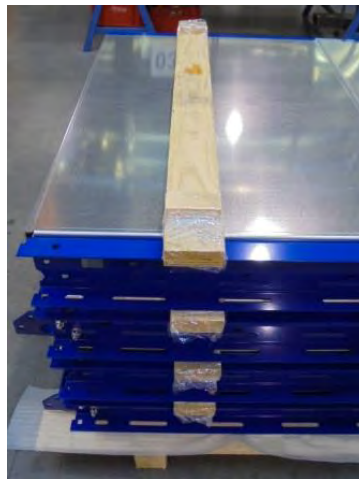
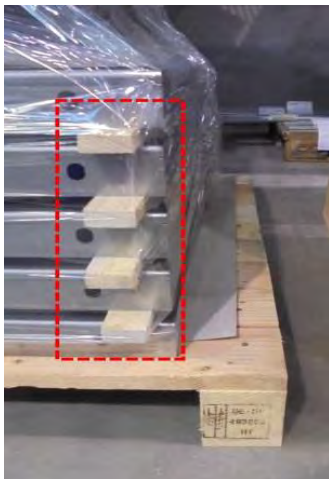
The following auxiliary shipping materials are generally accepted:

1.2.1 Wooden spacers



(Wrapped) wooden spacers prevent direct contact with parts, thus preventing them from slipping and protecting surfaces from damage.

Examples:



1.2.2 Wooden inserts for tension bands

Tension bands (for preventing the components and parts from slipping in any direction) must be shored with wooden supports.

The wooden supports are intended to absorb and evenly distribute the pressure that results from the package being lashed together.

The tension bands may not come into direct contact with the surface of the components or parts, as the pressure can cause damage (bending, surface damage) when the bands are tightened.

Wooden spacers should be attached upright on the sides, as well as on top of the goods.

Examples:



1.2.3 Tension bands and edge protection

Plastic or steel tension bands may be used to lash the components or parts. These bands may not run underneath the pallet (under the feet of the package unit).

We advise you to use plastic edge protectors in addition to the wooden supports in order to prevent shearing on (sharp) edges.

In any case, it is important that the tension bands be attached such that they cannot come loose during transport and such that the goods are secured in place on the selected loading equipment.

Examples:



1.3 Packing sequence / size of the loading equipment

All components and parts must be packed in order of ascending size (i.e. largest parts on the bottom, smallest parts on top).

When deciding what size loading equipment to use, ensure that the goods do not protrude anywhere on the sides, i.e. the loading equipment must be larger than the length and width of the goods.

Examples:

Correct:



Incorrect:



1.4 Protection against environmental influences

For every type of package unit, appropriate steps must be taken to ensure that the components or parts contained therein are protected from corrosion (esp. bare metal parts) and contamination caused by environmental influences such as rain or splash water.

This can be done by wrapping the package unit with stretch film or packaging film. It is important that the film only be wrapped around the sides and over the top of the goods, so that air can still circulate under the film and condensation cannot form inside.

Examples:



1.5 Compensating for height differences

If components or parts are stacked on loading equipment, resulting in height differences in the spaces in between, use wooden/other stacking aids to offset the height differences. The goods should be as level as possible on the loading equipment.

This prevents the package unit from tipping over during transport.

1.6 Cargo space utilization / centre of gravity

Components and parts must be packed such that the cargo space of the transport vehicle is utilized as efficiently as possible.

The basic rules are as follows: As few package units as possible, as many as necessary.

If package units are weighed down on one side, resulting in a hazard during transport or loading/unloading, the centre of gravity must be clearly marked!

2 Identification

2.1 Necessity

To allow for quick and easy identification, e.g. for the components and parts to be processed quickly upon arrival, they must be sorted as carefully as possible (cf. 2.2) and clearly labelled (cf. 2.3, 2.4).

2.2 Prerequisites

In order for goods to be identified, they must be sorted as carefully as possible. This means that all the different types of articles in the shipment must be packed separate from one another. This can be done using bags or cardboard boxes or by stacking the goods separately by article type (using dividers or stretch film). The packing sequence (cf. 1.3) also plays a big role here.

2.3 Auxiliary tools

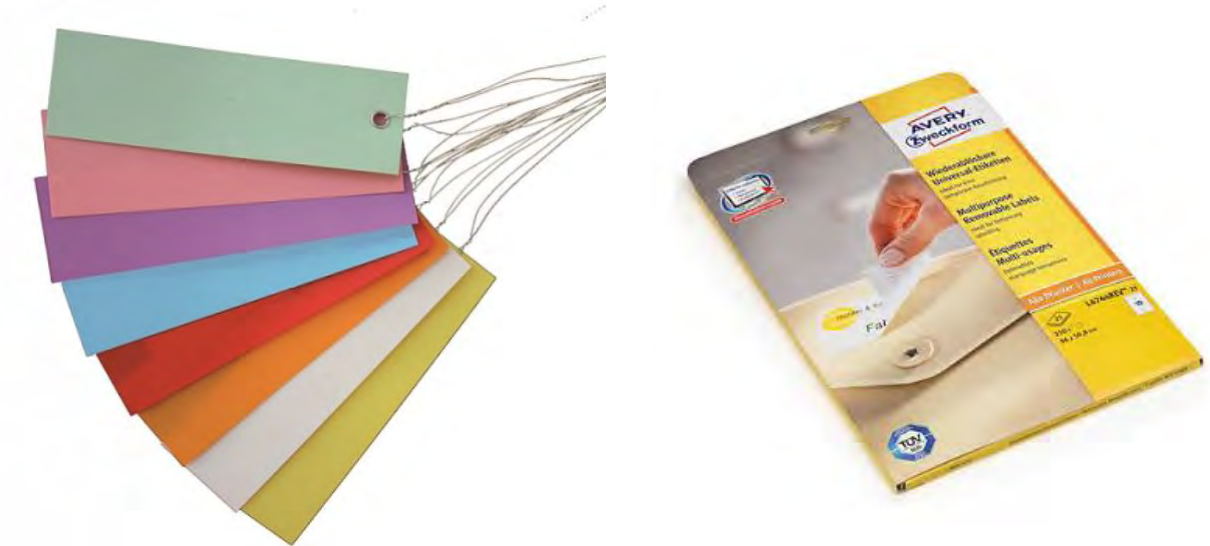
To identify the different articles in a shipment, the parts/packages must be labelled using either adhesive labels or tags with wire straps.

If using adhesive labels, please ensure that they are easy to remove and will not leave residues on part surfaces!

In general, avoid applying adhesive labels to the visible side (usually indicated in the drawing).

If articles are stacked by article type, one piece of identification (= 1 label) per layer (i.e. per article type) is sufficient.

Examples:



2.4 Labels and where to place them

Components and parts must be labelled clearly and legibly.

Be sure to indicate the correct 8-digit Sturm article number, the total length of the component and (if multiple orders are packed in a single package unit) the order number.

If articles are stacked in layers by article type, the quantities of items in each layer should also be indicated.

When selecting where to affix component labels, make sure that they can still be identified immediately, even after the package has been lashed together (in case of large components).

I.e. the label must be affixed to the outside of the parts.

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2.5 Labelling in case of external finishing / surface coating

If any Sturm Group components or parts require external finishing (e.g. powder coating, external paint, burnishing, etc.), the goods are dispatched from the factory to the contractor with "external work slips" and an order (order can also be submitted by email).

Work slip for external production:

Order:

Sturm Maschinen- & Anlagenbau GmbH
 Arbeitsschein Fremdfertigung - erstellt am 30.03.2017
 Bearbeiter: Glöbl Florian

Produktionsauftrag: 1015772
 KT: 95192090001



Art.Nr.: 17028353

Benennung: Seitenwange
 Bezeichnung: mit Aussparung
 Abmessung: L=3000 H=600
 Werkstoff:
 Oberfläche:
 Revision: 0


Aktuelle Liefermenge:	25
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Arbeitsgang: **Pulverbeschichten RAL 7035
 lichtgrau 80-160µm**

Zusatzinfo: Glanzgrad 50%

9519209
PST-Nr.: 001

Einlagerungsort nach externer Fertigung:
 Anlieferung Halle 5 - AJ/



Sum. Volumen: 8,40m³, Anzahl: 25,111, Material-Nr.: 10 14020, Saugig

Fr.:

Herr/Frau
 Straße
 PLZ / Ort

Ihre Lieferanten-Nr.: XXXXXX
 Ansprechpartner: Herr/Frau
 Telefon: +49 9421 5520 - 384
 Fax: +49 9421 5520 - 343
 E-Mail: f.gloeb@sturm-gruppe.com

Bestellung Nr.: POXXXXXX
 Datum: 24.03.2017

Unsere Kunden-Nr.: -
 Bearbeiter: Glöbl Florian
 Telefon: +49 9421 5520 - 384
 Fax: +49 9421 5520 - 343
 E-Mail: f.gloeb@sturm-gruppe.com

Sehr geehrte Damen und Herren,
 hiermit bestellen wir wie folgt:

Ihr Angebot (Nr.): kpl. fertigen, tw. mit Oberfläche
 Unsere Auftrags-Nr.: 9519590
 Unsere Kostenstelle: 9999101

Pos.	Artikel-Nr.	Bezeichnung	Zusage-termin KW	Fix-termin KW	Menge	Einzelpreis netto [EUR]	Gesamtpreis [EUR]
1	94000017	Komplett extern fertigen mit Material 31.03.2017/13	31.03.2017/13		2,00 Stk	0,00	0,00
	17022267	Seitenverkleidung 80.1004.810-00 Revision: d Kostenstelle: 9999101 Kostenprojekt: 9519549-					
2	19024956	Seitenführung 31.03.2017/13	31.03.2017/13		2,00 Stk	0,00	0,00
	17022334	80.1005.530-00 Abmessung: H300 L2900 Revision: b RAL 9006, 50%GG, 80-160µm, Tigerpulver 068/90024 Kostenstelle: 9999101 Kostenprojekt: 9519549-					
3	19027498	Zwischenrahmen 31.03.2017/13	31.03.2017/13		2,00 Stk	0,00	0,00
	17025044	80.1004.480-14					

Sturm Maschinen- & Anlagenbau GmbH - Industriestraße 10 - 84330 Salching Germany - Telefon +49 9421 5520-0 - info@sturm-gruppe.com

In order to clearly identify articles and avoid unnecessary extra work, following external processing, work slips absolutely must be attached to the goods exactly as they were when received by the contractor.

The Sturm Group reserves the right to bill the contractor for any extra costs incurred as a result of non-compliance (cf. preface).

3 Accompanying documents

3.1 Delivery note / packing list

In order for a shipment to be checked & documented, it must include a delivery note and, optionally, a packing list.

If a shipment includes multiple package units, there are two options to choose from:

Option 1: One delivery note per package unit, indicating the contents of the package unit

Option 2: One packing list per package unit, indicating the contents of the package unit and one total delivery note, indicating the total scope of delivery

3.2 Auxiliary tools

The accompanying documents must be affixed directly to the package units and be easy to remove.

We recommend using a delivery note or packing list pocket.

Example:



3.3 What to include in the delivery note / packing list

The information provided in the delivery note/packing list must correspond 100% to the goods delivered.

If the delivery note includes any articles which are not included in the actual scope of delivery, it is acceptable to cross them out by hand.

However, this should be done clearly and carefully.

The following information is required on the delivery note/packing list:

1. Your delivery note no. / packing list no.
2. Sturm Group PO number (6 digits)
3. Delivered quantity
4. Unit of quantity (pcs., m² etc.)
5. Sturm Group article number (8 digits)
6. Sturm Group article name
7. Length/colour/coating (if necessary for identification)

If a delivery note or packing list includes multiple orders, the articles must be clearly itemised by order number.

This should also be reflected in the way the components or parts are labelled.

3.4 Rejection

If the delivery has to be rejected, the rejected units will be returned to the supplier, along with a defect report and Sturm Group delivery note, to be repaired/remade. In case of a re-delivery, be absolutely sure that any rejected and repaired components or parts are packed separately and labelled as rejected goods, so that they can be identified right away.

The enclosed shipping documents must clearly indicate that the goods are from a previously rejected delivery (e.g. watermark or **redelivery** printed in bold and underlined).

In addition to the original compulsory details from section 3.3, you must also include our defect no.!

4 Securing the load

When loading the package units at the supplier's facility, notify the forwarding company that the cargo must be properly secured in accordance with §22 StVO (German Road Traffic Act).

If suppliers themselves make the delivery, the load securing guidelines must likewise be followed.

When securing the goods, make certain that they cannot be damaged as a result (e.g. only apply lashing over vertical and horizontal spacers).



Awareness and acceptance of Sturm Group packing instructions

Issued by: Mr. Florian Glöbl (Head of Handling, Storage & Logistics)

These packing instructions serve as the basis for all receipt of deliveries at all Sturm Group locations.

We hereby confirm that we have received the packing instructions. Having read them in full, we hereby confirm having read and understood the instructions and undertake to comply with them for all future shipments, without exception, as of today.

Official vendor address:

Company:

Street address

Post code, city

Name and job title (please print name)

Authorized signature