

ADB Safegate

Packaging Terms & Conditions

Document change history

This document is electronically version controlled; the latest version can be found on <https://adbsafegate.com/about/corporate/supplierportal>

ADB SAFEGATE is not responsible for revision control at supplier locations.

REVISION	CHANGE	APPROVAL	DATE
A	Initial release	J.McCraner	21.11.2022
B	Added sections 7.1.4 and 7.1.5	J.McCraner	10.04.2023

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1 INTRODUCTION

Our aim is to use the ADB Safegate packaging regulation for Suppliers to provide all suppliers with a better understanding of our packaging requirements and of their responsibilities.

The primary objective of the packaging regulation is to enable the delivered goods to enter our warehousing system smoothly, in a timely manner and without avoidable additional costs caused by transport damage, repackaging, additional inspections, or relabelling.

In order to enable an effective handling of the large amounts of goods that arrive at ADB Safegate warehouse, only standardised packaging material must be used.

Any deviations whatsoever from these General Specifications for Deliveries must be approved in advance by ADB Safegate and must be identified as such by means of special markings on the delivery note and the package(s).

This packaging regulation does not apply exclusively to series deliveries, but rather to all deliveries made to ADB Safegate incl. spare parts, non-series materials, sample and prototype materials, etc.

2 GENERAL PACKAGING RULES

- 2.1.1 Supplier is responsible to select all packaging and assure that the chosen packaging is capable to adequately protect and ensure the product during normal transportation and handling methods and to withstand the various dynamics of all transportation methods for land, air, and sea over an extended transportation timeframe (30+ days in transit). Some of ADB Safegate's receipt area have neither a ramp nor a roof, so special attention must be paid to protection against dust, snow, and rain.
- 2.1.2 Products must arrive free from damage and contamination. Packaging must be designed to assure:
 - 2.1.3 Ease of handling and part removal
 - 2.1.4 Proper counting and quality control for incoming goods
 - 2.1.5 Type of route planned (sea, air, road transport)
 - 2.1.6 Optimum container utilization (reduction of internal and external logistics costs)
 - 2.1.7 It is Supplier's responsibility to ensure the packaging methods and materials comply with all applicable laws and regulations.
 - 2.1.8 Different articles / material numbers must not be delivered in the same container (only one (1) material number per container).
 - 2.1.9 Use printing ink with low level or preferable no heavy metal or solvent.
 - 2.1.10 ADB Safegate prefers, where possible, recyclable, or reusable materials and package designs.
 - 2.1.11 All cardboard and wood products must have FSC (Forest Stewardship Council) certification. Ref. <https://fsc.org/en>
 - 2.1.12 All features/surfaces considered critical to the quality or operation of the part must be protected from damage, moisture, or other debris.
 - 2.1.13 Metal parts must be protected from oxidation.
 - 2.1.14 All electronic components will be treated as ESD (Electrostatic Discharge) sensitive. They must be packed in a static safe manner. Static dissipative packaging is to be used closest to the ESD sensitive parts to avoid any ESD hazards.

3 SHIPPING DOCUMENTS

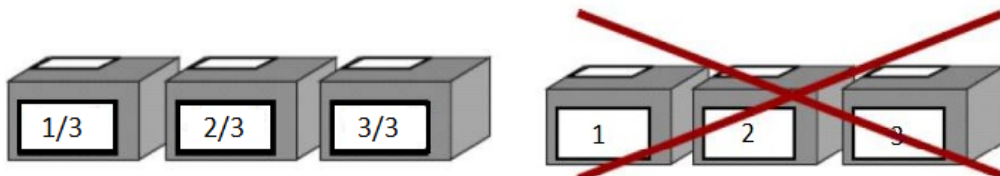
- 3.1.1 Documentation must be in English or in the appropriate language of the final destination country.
- 3.1.2 Supplier must provide a delivery note and/or packing slip for each shipment.
- 3.1.3 The delivery note must be firmly attached to the outside of the package in prominent location and water resistant.
- 3.1.4 The delivery note must include following information, unless exempt by ADB Safegate:
- Supplier name, address and phone number
 - Product ship date
 - Purchase order number / Sales order number
 - Delivery note number
 - ADB Safegate part number and description
 - Supplier part number (if different)
 - Shipping Address
 - Gross and net weight
 - Quantity shipped and quantity remaining to ship if applicable
 - For goods with a limited shelf life: expiry date
- 3.1.5 The quantity stated on the delivery note must match the quantity delivered and be in the same unit of measure as the quantity on the purchase order of ADB Safegate.
- 3.1.6 Goods without a delivery note will not be accepted. Any incoming product without Delivery note/packing slips will be quarantined until Supplier provides the needed documents.
- 3.1.7 Packaging of chemical or hazardous products has always to include the MSDS (Material Safety Data Sheet) of the contained goods.
- 3.1.8 Supplier must provide the inspection report or COA (certificate of authenticity) if required by ADB Safegate.

4 LABELING

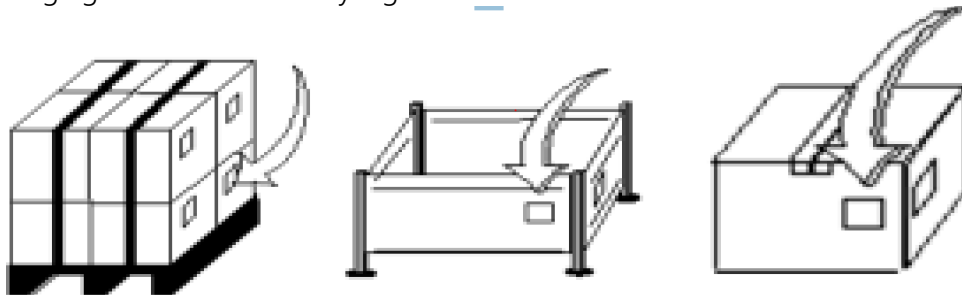
4.1.1 Each package/sub-packaging must be labelled waterproof and must include following information:

- Supplier name
- Part number and description
- Part Revision
- Lot number
- Manufacturing date
- Country of Origin (if necessary)
- Quantity of parts in the packing
- For goods with a limited shelf life: expiry date

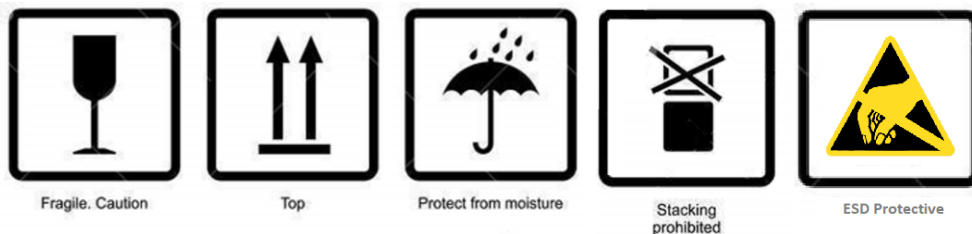
4.1.2 If the shipment consists of several related packages, each package must have been marked externally to indicate that they belong together. See below example.



4.1.3 The labelling must be attached to the side of the load carrier/package/sub-packaging and must be clearly legible.



4.1.4 Packaging of dangerous, hazardous, fragile, or ESD protective goods must be marked with the adequate symbols on all four sides (some examples described below)



5 PACKAGING MATERIAL

- 5.1.1 All returnable, Supplier owned wooden walls, covers or other specific packaging material must have a clear identification. They will be stocked separately at the goods receipt area. Buyer will contact the Supplier to organize the pick-up of returnable packaging.
- 5.1.2 Containers and boxes must be adequately sealed to assure they do not open during transit or normal handling. Acceptable sealing methods include tape (plastic film or paper tape) or glue.
- 5.1.3 Use at least two bands to stabilize loads on pallets during transit. Angle boards or edge protectors are suggested under bands to prevent any damage to cartons and/or goods.
- 5.1.4 Shrink films or stretch wraps should adequately secure the load to the pallet. Prevent loose ends from hanging off the load.
- 5.1.5 The size of the containers needs to minimize dunnage.
- 5.1.6 Hollow space preferred to be filled with dust free filling material. Mixed material, free-flow or loose fill dunnage material are not allowed.
- 5.1.7 Maximum weight for non-palletized container, boxes: 15 kg.

6 PALLETIZING

- 6.1.1 Always use standard pallets made from wood.
- 6.1.2 All pallets must be in exchangeable conditions following the criteria of the EPAL pallet system.
- 6.1.3 Refer to terms of exchange on <https://www.epal-pallets.org>
- 6.1.4 Pallets must not be smaller in length and width than the load. Always centre the unit load on the pallet.
- 6.1.5 Each shipping unit must be properly palletized in level layers to allow stacking and proper utilization of transportation.
- 6.1.6 PO will establish requirements for heat treatment of pallets for international shipments.

7 SPECIFIC PROTECTIONS

7.1 Electrical components and PCBA

- 7.1.1 In the case of electrical components, such as PCBA (printed circuit board assembly), boards or control units, further protection against electrostatic discharge (ESD) is required in addition to the packaging requirements listed above.
- 7.1.2 PCBA should be separated from each other by paper/plastic boards or foam. When the PCBA protection material is in ESD bag, two or more PCBA cannot reside in the same partition area.
- 7.1.3 Antistatic bags are not required if the PCBA can also be protected by securing the upper and lower layers of antistatic foam.
- 7.1.4 Components that are vulnerable to damage (i.e. LED's), supplier must assure appropriate packaging to protect from damage, contact with other parts, or contact with packaging trays.
- 7.1.5 Example of approved packaging – each board packed in ESD bag and supported only at the outer edges by ESD foam.



7.1.6 Handling precautions

