# PACKAGING and LABELLING REQUIREMENTS
# SUPPLY DIVISION (WIRE HARNESS)

## PURPOSE

The purpose of this specification is to define the supplier's responsibilities and requirements for -

- packaging of pre-production and production parts/ materials
- labelling and traceability
- shipping requirements

It is also the purpose of this specification to specify the standard packaging and identification labelling of product to Australian Arrow (AAPL) from its suppliers, encouraging the use of returnable, hire and de-hire facilities with the emphasis on the use of environmentally friendly packaging materials.

## SCOPE

The requirements defined in this specification apply to all AAPL suppliers of production, pre-production parts and/or materials.

## PACKAGING

Pack Size

Suppliers are responsible for the planning and/or design of their packaging system. (If required, AAPL will assist in developing acceptable packaging). AAPL must approve the supply of product and/or materials to AAPL in manual or mechanically handled packaging, prior to shipping.

Aspects of the packaging needs to be robust in design with consideration given to -

- preventing product damage
- preserving the product from environmental influences
- ensuring the integrity of the packaging is preserved
- preventing contamination of the product
- cleanliness of packaging ie free of dirt, oils, etc.

The individual pack size for manually handled product must not exceed 16kg in weight and not exceed 0.5 m3, unless approved by AAPL.

**Please Note:** AAPL may vary this weight at its discretion, due to internal production line restrictions.

## PACKAGING (Continued)

Pack Size (Continued)

Non returnable cardboard packaging is unacceptable and product shipped in this medium, unless previously approved by AAPL, will be returned to the supplier for repackaging.

All products supplied for export to Yazaki affiliates must be supplied on a pallet, which must **not exceed 1.1m in length and width.**

Pallet size shipments (product packed in containers) –

- stacked on pallets must not protrude over the edges of the pallet,
- the stacked pallets must be stable and secure to enable safe loading into shipping containers where applicable,
- height for stacking boxes on a pallet must not exceed 1.1m.

The supplier must seek prior approval from AAPL if the height or width of the pallet load exceeds 1.1m. It is the discretion of the Materials Control Department to accept or reject this request at any time.

**Please Note:** If the pallet width and height is approved to exceed 1.1m in height and width, the load must be secured by strapping the pallet with 50 micron cling wrap.

It is the sole responsibility of the supplier to not use/or return damaged pallets to AAPL.

Off Shore Supply of Product to Australia

Where product is supplied to AAPL, it is the supplier's responsibility to design packaging for maximum density and quality for shipping, securing the lowest transportation costs without affecting quality of product supplied.

A supplier wishing to use returnable packaging needs to ensure that arrangements are made and approved by AAPL's Materials Control Department, and that the containers are clearly identified with the supplier's name. Return storage and transportation costs are to be borne by the Supplier.

All expendable packaging materials must be legally and economically disposable.

## LABELLING AND PRODUCT IDENTIFICATION

Labelling

All packaging of product/ material is to be clearly labelled using the standard AAPL approved label. Each pallet load must have a securely fixed **Master Label** attached to the shrink wrapping. Each carton/package within the pallet load must also have a securely fixed **ID Label** detailing the following:

Master Label

- AAPL name and delivery point address
- AAPL part number
- item description
- storage location
- delivery date
- supplier name

ID Label

- quantity in the carton/ box (number of pieces)
- item description
- AAPL part number
- description of part
- purchase order number
- batch number (for traceability purposes)

Product Identification

All product delivered to AAPL must be clearly identified and traceable by batch number back to the supply of the original raw material.

Identification of Special release Material

Where product is to be delivered as a special release material (including specific orders), the master and ID labels should be marked thus -

- **PROTOTYPE** - prototype material/product
- **NON PPAP APPROVED** - pre-launch (pre-production) material/product, (non PPAP approved).

Production Level Product

- **BREAKPOINT** - Product/material released after sorting of nonconforming product and/or when corrective actions have been invoked.

(Please refer to the attachments for sample labels.)

## SHIPPING

Material/product is to be delivered strictly as per the purchase order requirements and to the point of delivery nominated on the purchase order.

**(A5)**

MASTER LABEL

**CUSTOMER:**

**AUSTRALIAN ARROW PTY LTD**
**20-22 KLAUER STREET**
**SEAFORD VIC 3198**
**STORAGE LOCATION 22**

**9135-0016**
**GROMMET**

**VENDOR:**

**SUPPLIER ABC**
**2428 ALPHABET STREET**
**ATOZ VIC 3999**

**TOTAL NO. OF PIECES**

**5000**

**70 x 50mm**

**ID LABEL**

9135-0016
GROMMET

500

Date: 26/09/2002

Purchase Order No.
4500055600

Batch No. 779453