

LOGISTIC

Instructions for packaging and transport of materials, semi-finished products and finished products

Edition: 5

Release date: 20.09.2017

Status: Valid from 01.01.2018

Number of pages: 6

Reported: Arkadiusz Mocek
Approved: Marek Krzywda

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1. Purpose of the instruction

Instructions for transport and packaging **AGROMET Sp. z o.o.** defines the basic requirements that should be met with proper protection of the finished product and materials during transport. These requirements are addressed both to suppliers of raw materials, subcontractors (co-operators) and customers of **AGROMET Sp. z o.o.** This instruction is a consequence of unification of packaging form of raw materials, semi-finished products and finished products in specific packaging, as suppliers should provide semi-finished products for further production or to the final recipient of **AGROMET Sp. z o.o.**

In the case of securing semi-finished product, the finished product for the transport each time should be approached individually for a given type of product and use materials necessary for proper protection of the product.

The document does not refer to other unlisted items. The instructions for transport and packaging of these elements should always be agreed with AGROMET Sp. z o.o. before starting cooperation or project.

2. Scope of application

AGROMET Sp. z o.o. should provide this instruction to subcontractors, suppliers and customers who are obliged to take into account the requirements contained therein during the project implementation. Alternatively, the supplier may propose own packaging conditions, which must be approved by **AGROMET Sp. z o.o.** In case of non-acceptance of the standard packing instructions from the customer, a separate document for particular item must be created.

3. Packaging of products - Requirements

Finished products, semi-finished products, raw materials can be packed only after final quality approval. Before packaging begins, the order of packaging individual items in accordance to shipment list, available in ERP system, must be established. If the packaging guidelines were sent by customer, the required items should be packed accordingly to the instructions received. If no special requirements were received, the items ready for shipment should be packed in accordance to here mentioned instructions, which is in force at **AGROMET Sp. z o.o.**

Packaging (EURO pallet, wooden collars, MDF board) must be in perfect visual and technical condition.

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3.1. Gearboxes

The parts should be packed in euro pallet with dimensions 1200x800mm with wooden collars or in a small pallet with dimensions 800x600mm with wooden collars. A chipboard / MDF board should be placed on the bottom of each pallet. Gearboxes must be rigidly arranged and properly protected from any damage. For proper protection of items, cardboard separators, corrugated paper or possibly bubble wrap should be used. The corrugated cardboard should also be between the packed items and container walls. **No painted steel element may come into contact with each other or any other element, as the paint coating may be damaged, causing visual defects and new corrosion centers.** For other protruding elements, e.g. shafts, a special mesh hose (made of plastic) should be applied. The upper (last) layer of items should be covered with wax paper, cardboard separator and chipboard board / MDF board. Then, using a polyester tape, fasten the last MDF board with the pallet in order to prevent horizontal and vertical movement of the packed products. In addition, it is required to use the same tape to pull the wooden collars together with the pallet.

The weight of the pallet together with the packed parts can not exceed 900 kg. In the case of sea and air transport, the pallet must not exceed 500 kg. **Packed parts can not protrude beyond the wooden collar!**

3.2. Painted items

The parts should be packed in euro pallet with dimensions 1200x800mm with wooden collars or in a small pallet with dimensions 800x600mm with wooden collars. A chipboard / MDF board should be placed on the bottom of each pallet. Painted elements intended for packaging must be dry and the paint must be hardened in the way that packaging materials do not stick to the painted items. **No painted steel element may come into contact with each other or any other element, as the paint coating may be damaged, causing visual defects and new corrosion centers.** For other protruding elements, e.g. shafts, a special mesh hose (made of plastic) should be applied. The upper (last) layer of items should be covered with wax paper, cardboard separator and chipboard / MDF board. Then, using a polyester tape, fasten the last MDF board with the pallet in order to prevent bouncing of the packed products. In addition, it is also necessary to use the same tape to fasten wooden collar and the pallet in order to protect the shipment / pallet from scattering.

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The weight of the pallet together with the packed items can not exceed 900 kg. In the case of sea and air transport, the pallet must not exceed 500 kg. **Packaged details can not protrude beyond the wooden collars!**

3.3. Small Parts

Small elements should be packed first in appropriate cartons or boxes. Items packed in cartons can not be loosely thrown into the container - they must be protected against horizontal and vertical displacement. Using corrugated paper, bubble wrap or other separators, the items must be adequately protected against free movement. **Shaft-type items that are packed in cardboard boxes must necessarily be secured with a mesh hose.** Each carton or container should be sealed with the company's packaging tape with AGROMET imprint, which are the form of a seal - carton protection. The package prepared in this way should be placed in a euro pallet with dimensions of 1200x800mm along with wooden collars or in a small pallet with dimensions of 800x600mm along with wooden collars. Pallet with carton boxes and wooden collars should be fasten with a special polyester tape. The whole palette should be wrapped with black stretch foil and AGROMET company tape.

The weight of the pallet together with the packed items can not exceed 900 kg. In the case of sea and air transport, the pallet must not exceed 500 kg. **Packaged items can not protrude beyond the wooden extension!**

3.4. Items with galvanic coating

The parts should be packed in euro pallet with dimensions 1200x800mm with wooden collars or in a small pallet with dimensions 800x600mm with wooden collars. A chipboard / MDF board should be placed on the bottom of each pallet. For proper protection of finished products against movement during transport, it is necessary to use cardboard separators, corrugated paper and bubble wrap. **No galvanized steel element may be in contact with each other or any other element, as the galvanic coating may be damaged causing visual defects and new corrosion centers.** In addition, corrugated cardboard should also be placed between the packed items and the walls of the wooden collars. The upper (last) layer of items should be covered with wax paper, cardboard separator and chipboard / MDF board. Then, using a polyester tape, fasten the last MDF board with the pallet in order to prevent horizontal and vertical movement of the packed products. In addition, it is required to use the same tape to pull the wooden collars together with the pallet.

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The remaining free space, if left after packing the finished product, should be filled with paper, cardboard, bubble wrap or other materials to prevent horizontal and vertical movement of packed items. **If there is necessity of packing more items, use a separate package.**

The weight of the pallet together with the packed items can not exceed 900 kg. In case of sea and air transport, the pallet must not exceed 500 kg. **Packaged items can not protrude beyond the wooden collar!**

3.5. General remarks

- Pallet stacking is not allowed. Cases of derogation may occur only upon receipt of written instructions.
- Quantity and quality deviations should be immediately reported to AGROMET after receiving the parcel. In case of damage of the packaging, a complaint report should be written together with shipping's company immediately. In the absence of the document, all quality complaints, e.g. breaks, rubbing, other surface damages on the received items will be considered to the disadvantage of the buyer and thus the complaint will be rejected.
- Apply anticorrosive protection of all shafts in gearboxes. In addition, when packaging zinc-plated parts, pay attention if on machined surfaces corrosive centers occur.

4. Product marking

Every item packed in a carton, pallet or container must be unambiguously, legibly and permanently marked by attaching a properly completed transport tag. The standard tags form for both the customer and the supplier should contain the following information:

- Client / supplier name
- Recipient's name
- Order number
- Name and number of the part
- Quantity of sent items
- Quantity of packages
- Shipping date

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<u>Empfänger/ consignee:</u>		<u>Absender/sender Lief.-Nr/supplier no</u>	
Nazwa Klienta		Nazwa Dostawcy	
		<u>geprüft / checked</u>	
<u>Teile – Benennung / description of goods:</u>		<u>gelieferte Menge / delivered quantity</u>	
Opis pozycji		Ilość	
<u>Abladestelle/ place of unloading</u>	<u>Teile-Nummer / part no:</u>		
-	Numer rysunku		
<u>package content in pcs</u>	<u>order no</u>	<u>delivery note no</u>	<u>date of dispatch</u>
Ilość szt.	Nr zam.	-	-
<u>Stückzahl / quantity (Barcode):</u>	<u>Teile-Nummer / part-no (Barcode):</u>		
			

Suppliers and subcontractors receive a completed tag from AGROMET Sp. z o.o. along with an order for a material or service. Correctly completed labels allow for quick identification of the product and at the same time efficient reception or release of items from the warehouse.

In the case of changing the type of the tag, the customer is obliged to provide a new (completed) document.

5. Documents

The shipping documents should be send together with following documentation: Material certificate 3.1, Quality Control Certificates AGROMET Sp. z o.o.

A standard set of documents is:

- WZ / Delivery note
- CMR consignment note for international transport
- List of items or other list
- Quality Control Certificate/ Material certificate 3.1

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Unless an individual workflow has been agreed with the customer or supplier (individual arrangements).

6. Transport notifications

Each delivery together with the exact specification must necessarily be sent by e-mail at least one working day before the planned delivery to the email address: zakupy@agromet.pl