



<b>Company Standard</b>	<b>August 2019</b>
<b>SPECIFICATION FOR SHIPPING, PACKAGING AND PRESERVATION</b>	<b>951 824 00</b>

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**Previous issues:** 951 824 00.9984-h from 06.09.2016

**Changes:** New titel of Company Standard 951 824 00  
Content completely revised with additions

**Revision status:** 951 824 00.9984-09 from 01.08.2019

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## 1. PURPOSE AND SCOPE OF APPLICATION

The packaging instructions apply to all components and parts delivered to Motorenfabrik HATZ. All packaging must be designed in such a way that HATZ is supplied with parts of perfect quality.

## 2. GENERAL SHIPPING INSTRUCTIONS AND PACKAGING INFORMATION

### 2.1 Shipping instructions / documentation

We expect from our suppliers to comply with the following requirements and instructions.

#### 2.1.1 Loading equipment

All deliveries must be carried out with the loading equipment / packaging specifications appointed in this packaging regulation, with the exception of individually elaborated and agreed delivery specifications.

For goods that require a special frame or other special packaging depending on their packaging or handling requirements, appropriate agreements must be made with our Hatz logistics department (SCM logistics planning).

#### 2.1.2 Consignment note

The freight documents of the respective transport service provider are to be used. These must be filled in completely and correctly. This applies in particular to the specification of the type, amount and weight of the individual packages as well as the type and number of returnable pallets and containers used.

#### 2.1.3 Delivery note

The delivery note must be attached securely, clearly and visible to the consignment. The delivery note of a consignment must be executed in accordance with DIN 4994 and must be enclosed with the goods together with all necessary accompanying documents.

The delivery note must contain the following points:

- Article description
- Article number HATZ \*
- Quantity / number of pieces per package \*
- Change index according to the drawing
- Number and type of load carriers
- Shipping date
- Company address of the supplier
- Delivery/unloading address
- Delivery note number \*
- Delivery date
- Total delivery quantity \*
- Hatz order number \*
- Hatz order item
- Gross and net weight
- Batch number (if relevant) \*
- Volume for bulky goods
- Clear labelling of initial samples and mixed consignments

The information marked with (\*) must also be indicated in barcode format EAN-128.

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## 2.2 Packaging instructions and recommendations

The supplier defines the part-specific packaging based on ecological, economic and qualitative criteria.

The requirements of HATZ must also be taken into account.

In principle, packaging must be chosen that guarantees the intact delivery of the goods to HATZ.

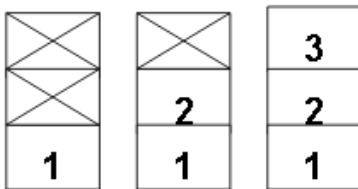
The packaging material must be clean, undamaged and dry; no moist or moisture-absorbing packaging material may be used unprotected.

(e.g. wet wood, moist packing materials, organic substances, aqueous residues on or in the packaged goods).

## 2.3 Formation of loading units

If a modular loading unit is composed of individual packages, these must be matched to the standard dimensions.

Care must be taken to ensure that the loading units can be stacked. The loading unit must be marked with maximum surcharge and/or stacking factor.



International symbolism for stackability

If the delivery quantity does not result in a complete layer, the layer must be supplemented accordingly with empty containers in order to provide a flat support surface for stacking. Empty containers must be clearly marked.

The individual components must be stabilized in such a way that they cannot slip during storage and transport. The format, weight and material of the packaging to be secured must be taken into account when selecting the respective securing means. The packaging must not be damaged by the securing means.

When packing small parts in cartons, the weight per carton must not exceed 13 kg.

If no special treatment or packaging (surface treatment, varnishing, packaging, etc.) has been agreed, the following table according ATTACHMENT 1 (Packaging design use cases - Overview of applications) must be used.

### 2.3.1 Mixed consignments

Mixed consignments must be packed in such a way that identical goods are grouped together. The load carrier must be clearly marked as a mixed consignment. Only consignments with identical unloading points may be grouped together.

## 2.4 Part-specific packaging

In order to define a unique delivery status, a part-specific packaging standard is defined between the supplier and Hatz Logistics (SCM Logistics Planning).

## 2.5 Identification with the VDA goods tag

The goods tag is used for the unique identification of means of transport and load carriers in the internal material flow and on the transport route between supplier - forwarder - consignee. For this reason, all suppliers must ensure that all means of transport and load carriers are equipped with a current, carefully completed and barcoded goods tags in accordance with VDA Recommendation 4902 in its latest version.

The goods tag must be clearly visible and secured against loss and attached to the goods.

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It must be ensured that all data on the goods tag correspond to the contents of the packages or load carriers. In order to ensure unambiguous identification, the supplier is obliged to remove outdated goods labels and inscriptions on packages or loading units before filling.

Two formats are described in VDA Recommendation 4902:

- Format 210mm x 148mm (Master-Label)
- Format 210mm x 74mm (Single-Label)

A master label must always be used in DIN A5 form (210mm x 148mm format).  
For small load carriers and cardboard packaging, the 210mm x 74mm format must be used

The KLT label may have to be inserted into the map pocket provided for this purpose.

### 2.5.1 Labelling with the VDA goods label (Single-Label)

(1) Wareneempfänger <b>Motorenfabrik Hatz</b> <b>Ernst-Hatz-Str. 16</b> <b>94099 Ruhstorf</b>	(2) Abladestelle -Lagerort - Verbrauchsstelle <b>Ernst-Hatz-Str. 16</b> <b>94099 Ruhstorf</b>	(3) Lieferschein-Nr. (N) <b>12345678</b> 
(8) Sach-Nr. Kunde (P) <b>11210201218A</b> 		
(9) Füllmenge (Q) <b>56 st</b> 	(10) Bezeichnung Lieferung, Leistung <b>Artikel xyz</b>	
(12) Lieferanten-Nr (V) <b>57349611</b> 	(11) Sachnummer Lieferant <b>123456789</b> 	
(15) Packstücknummer (S.M.G) <b>S123456789</b> 	(13) Versanddatum <b>19.07.2016</b>	(14) Änderungsstand Konstruktion <b>09</b>
		(16) Chargen-Nr. (H) <b>1234567</b> 

Field-No.	Field name / data element	Notes	Must / Can	Bar Code
1	Consignee	Motorenfabrik Hatz GmbH & Co.KG Ernst-Hatz-Str. 16, 94099 Ruhstorf	M	No
2	Unloading point	See unloading point of forecast delivery schedule	M	No
3	Delivery note number	The delivery note number must be entered with the data of the delivery note or the EDI match	M	Yes
8	Part number Customer	Hatz Material number from the scheduling agreement	M	Yes
9	Quantity	Filling degree of container	M	Yes
10	Designation	Material short text from the scheduling agreement	M	No
11	Part number Supplier	Part number of the supplier	K	No
12	Supplier number	Identification of the supplier	M	Yes
13	Date	P JJ.MM.TT (Production date) D JJ.MM.TT (Date of dispatch) Shipping date is accepted if the production date can be derived.	M	No
14	Change status/design	Revision status/change status/material or drawing	K	No
15	Package number	Identification number assigned to a package by the supplier	K	No
16	Batch number	Batch number / manufacturer identification number	M*)	Yes

\* Batch number if required

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**2.5.2 Labelling with the VDA goods label (Master-Label)**

(1) Warenempfänger <b>Motorenfabrik Hatz GmbH&amp;Co.KG Ernst-Hatz-Str. 16 94099 Ruhstorf</b>		(2) Abiadelstelle - Lagerort - Verwendungsschlüssel <b>Ernst-Hatz-Str. 16 94099 Ruhstorf</b>		
(3) Lieferschein-Nr (N) <b>12345678</b> 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) <b>Max Mustermann GmbH</b>		
(8) Sach-Nr Kunde (P) <b>11210201218A</b> 		(5) Gewicht netto <b>400</b>	(6) Gewicht brutto <b>450</b>	(7) Anzahl Packstücke <b>2</b>
(9) Füllmenge (Q) <b>560</b> ST 		(10) Bezeichnung Lieferung, Leistung <b>Zylinder mit Kolben</b>		
(12) Lieferanten-Nr (V) <b>57349611</b> 		(11) Sach-Nr Lieferant (30S) <b>123456789</b> 		
(15) Packstück-Nr (S) <b>440010300010340</b> 		(13) Datum <b>19.07.2016</b>	(14) Änderungsstand Konstruktion <b>09</b>	
(17) Max Mustermann GmbH		(16) Chargen-Nr (H) <b>1234567</b> 		

Warenanhanger VDA 4902, Version 4

Field No	Field name / data element	Note	Must / Can	Bar code
1	Consignee	Motorenfabrik Hatz GmbH & Co.KG Ernst-Hatz-Str. 16, 94099 Ruhstorf	M	No
2	Unloading point	See unloading point of forecast delivery schedule	M	No
3	Delivery note number	The delivery note number must be entered with the data of the delivery note.or the EDI match	M	Yes
4	Delivery address	From scheduling agreement	M	No
5	Weight Net	Net weight of the load carrier in KG	M	No
6	Weight Gross	Gross weight of the load carrier in KG	M	No
7	Package number	Number of packages delivered	M	No
8	Part number Customer	Container Hatz Material number from scheduling agreement	M	Yes
9	Quantity	Filling degree of container	M	Yes
10	Designation	Material short text from scheduling agreement	M	No
11	Part number Supplier	Part number of the supplier	C	No
12	Supplier number	Identification of the supplier	M	Yes
13	Date	P JJ.MM.TT (Production date) D JJ.MM.TT (Date of dispatch) Shipping date is accepted if the production date can be derived.	M	No
14	Change status/design	Revision status / change status / material or drawing	C	No
15	Package number	Identification number assigned to a package by the vendor	C	No
16	Batch number	Batch number / manufacturer identification number	M*)	Yes
17	Supplier address long	Complete supplier address	C	No

\* Batch number if required

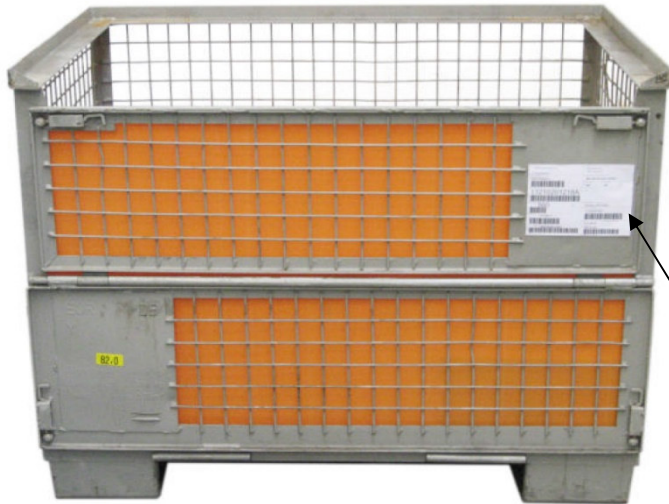
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**2.5.3 Labelling with the VDA goods tag (attached to the container)**



**Master-Label**

Motorenfabrik Hatz GmbH Co. KG Ernst Hatz Str. 16 94099 Ruhlfing	Ernst Hatz Str. 16 94099 Ruhlfing	12345678	Max Mustermann GmbH
11210201218A		400	450 2
560	ST	Zylinder mit Kolben	123456789
57349611		19.07.2016	09
1234567			



**Single-Label**

Motorenfabrik Hatz GmbH Co. KG Ernst Hatz Str. 16 94099 Ruhlfing	Ernst Hatz Str. 16 94099 Ruhlfing	12345678
11210201218A		
56	ST	Zylinder mit Kolben
57349611		123456789
123456789		19.07.2016 09
		1234567

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### 3. REQUIREMENTS FOR RETURNABLE PACKAGING

#### 3.1 Standard packaging

Standard packaging such as Euro pallets, Euro grid boxes or disposable pallets must be used for series deliveries. A maximum package height of 1000 mm must not be exceeded.

**Euro Wooden Pallet** identification feature is DB sign, EUR sign and/or EPAL sign:



Hatz Ident- No.	Abbreviation	Length	Width	Height	Weight (Tara)
93102000	FP	1200	800	150	21kg

**EURO Grid Box** identification feature is DB sign, EUR sign and/or EPAL sign:



Hatz Ident- No.	Abbreviation	Length	Width	Height	Weight (Tara)
93000200	GiBo	1235	840	966	84kg

Charges, which do not meet the exchange criteria according to EPAL, will not be exchanged.

#### 3.2 Standard dimensions and weights

The maximum **storage height** is **1000 mm** and must not be exceeded.

Maximum gross weight per load carrier **700 kg**

(Deviations are only permissible after consultation with HATZ).

The load must not protrude from the side of the load carrier.

#### 3.3 Import regulations for solid wood packaging - IPPC standard

Many countries have appropriate quarantine regulations to protect the indigenous forest stands against the introduction of wood pests. To prevent the development of different import regulations, the International Plant Protection Convention (IPPC), a subordinate organization of the Food and Agriculture Organization (FAO) of the UN, has issued the ISPM 15 International Standards for (Phytosanitary Measures) "Guidelines for Regulating Wood Packaging Material in International Trade" for the international shipment of solid wood packaging

See Internet: <http://www.tis-gdv.de/tis/verpack/holz/export/export.htm>

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### 3.4 Application of VCI products (Volatile Corrosion Inhibitor)

VCI agents must be stored in closed containers/bags.

Used VCI bags must always be closed. When VCI sacks or bags are used, they must protrude sufficiently above the packaged product to enable the film to be folded over.  
(see Attachment 2).

The VCI bags must not be damaged (cracks, holes, etc.) or dirty.

It must be prevented that the packaged goods damage the VCI film, e.g. by sharp edges. In the interior of the VCI bags only suitable padding materials may be used such as VCI cartons, VCI paper, VCI bubble wrap or other non-critical products due to corrosion chemistry.

The components may only be packed or sealed in VCI sacks/bags after they have dried and reached the ambient / room temperature (handling only with gloves, which do not have any corrosion-promoting properties).

Corrugated board or paper must not be used to separate layers (bottom; middle; top) of machined metal parts. Always use anti-corrosion packaging materials.

(e. g. VCI cardboard / paper / film; see also "Overview of applications").

### 3.5 Liquid corrosion protection

The use of liquid corrosion protection agents requires prior clarification and approval by HATZ.

Properties of the corrosion protection film when using liquid products:

No resignification

No drying up

Removal by one-time washing with commercially available washing media

Layer thickness: As small as possible so that the parts can be assembled / machined without prior cleaning.

### 3.6 Duration of corrosion protection

The corrosion protection period must be at least 6 months.

## 4. MISCELLANEOUS

The legal regulations regarding hazardous substances (preservatives) must be observed and adhered to.

Packaging must comply with the construction and test regulations as well as the instructions for use of the respective valid versions of the dangerous goods regulations are sufficient.

Please refer to the Accord européen relatif au transport international des marchandises Dangereuses par Route (ADR) for special regulations for road transport regarding packaging, load securing and labelling.

Packaging in air transport must comply with the IATA-DGR.

Only corrosion inhibitors, including VCIs, which do not contain N-nitrosamines may be used (N-nitrosamines are undesirable, carcinogenic trace substances).

**The supplier is responsible for ensuring that these regulations are complied with.**

If the above-mentioned requirements are not complied, HATZ reserves the right to charge the supplier with the additional costs incurred as a result.

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**ATTACHMENT 1**

Packaging design use cases

<b>Overview applications Examples</b>	corrosion protection / packaging categories												
	Other	1	2	3	4	5	6	7	8	9	10	11	
	Other	e. g. grey cast iron, investment casting and forged components (raw materials)	e. g. completely finished components: castings, forged components, turned parts, gear wheels, sliding and rolling bearings	e. g. processed aluminium parts	e. g. sheet metal parts (unpainted)	e. g. sheet metal parts (painted)	e. g. injection components (pumps, valves....)	e. g. fuel lines	e. g. electronic components	e. g. rubber and plastic parts, gaskets	e. g. filter parts (air filter, oil filter,...etc.)	e. g. aluminium-raw materials	
<b>corrosion protection</b>	X	1	2	3	4	5	6	7	8	9	10	11	
liquid corrosion protection (oils, diesel, emulsions...)	rust protection				X								
parts packed in VCI bags; VCI bags closed							X						
VCI bags per frame pallet / box pallet, VCI bags closed. Addition of other VCI emitters (if necessary)		X	X										
parts packed in VCI paper							X						
plastic bag	dust protection			X			X	X		X	X		
<b>packaging</b>													
pallet or box pallet in EURO-size 1200x800mm	by arrangement	X	X	X	X	X	X	X	X	X	X	X	
stackable packaging		X	X	X	X	X	X	X	X	X	X	X	
with intermediate layers / segregation material (corrugated paper...)			X	X		X	X					X	
ground-based moisture barrier (fibreboard 1150x750x3mm)					X	X				X			X

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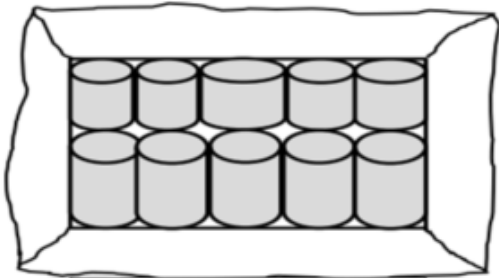


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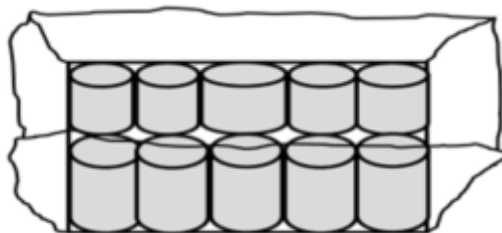
**Attachment 2**

Folding and adhesive scheme for VCI foil and bag

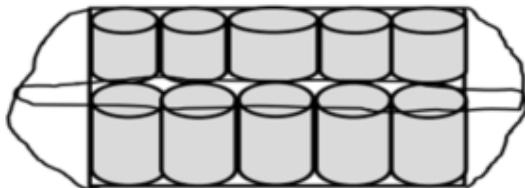
**Initial situation:** top view of packaging unit



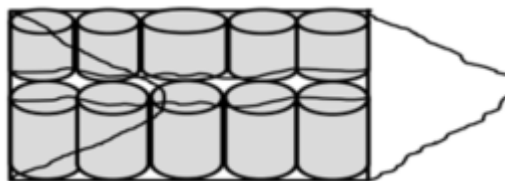
**Step 2:** fold first long side to the middle



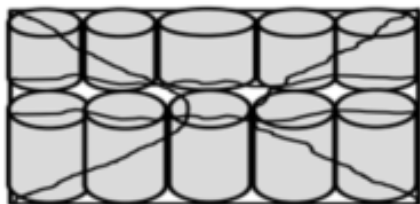
**Step 3:** fold second long side lapping to the middle



**Step 4:** fold first transverse side to the middle



**Step 5:** fold second transverse side to the middle



**Step 6:** glue once cross-over with adhesive tape



**Attention:**  
In order for VCI to be completely effective, the foil / bag must be taped airtight!