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1 Purpose and Coverage

This supplier's instruction should contribute to supporting process reliability for our suppliers. Agreements and rules that generally apply are described; these should represent a guide to packaging and delivery for internal and external suppliers. Adhering to the packing instructions ensures that rules to determine quality are generally valid both for the supplier and for KIEFEL GmbH.

The coverage extends to all suppliers and subcontractors of KIEFEL GmbH. Special agreements that are made with regard to packaging and delivery remain unaffected by this. Changes due to technological advances are reserved.

2 Basics

The supplier is responsible for ensuring that all articles that are delivered are in good order and are adequately preserved, protected, packed and labelled so that they reach their destination safely. The supplier must ensure this both internally and externally.

If the supplier does not comply with the packing instructions, they can be requested to carry out corrective measures. In addition, the supplier can be held liable for any additional costs arising due to repacking tasks, handling or waste disposal, as well as for quality reductions due to inadequate or dirty packaging.

3 Packaging requirements

The selection of the packaging type complies with the product attributes, the protection requirements, the transport method and the situation of the supplier.

Regardless of the packaging selected, the supplier must ensure that the delivery complies with the following requirements:

- The parts must be delivered without quality reductions and free of dirt.
- Transport packaging must ensure safe and simple handling during unloading as well as during transport with industrial trucks.
- Loading units must be set up rationally and capacity must be used efficiently.
- Transport security must be sufficient.
- Handling must be safe and easy when removing the parts from the packaging.
- Labelling must be in order (see the LABELLING section).
 - Each item that is classified with a "labelling obligation" must be permanently labelled. Refer to **Kiefel company standard KND 008 002**.
- One article (parts of a number) per single piece of packaging. If one part consists of several single components, these must be labelled so that they can be allocated. If several pre-assembled components exist, loose individual parts (screws, springs, plugs, etc.) of the single components must be enclosed individually (for example, in a bag fixed to the single component).
- If mixed packs cannot be avoided, the parts must be visibly divided and organised appropriately.
- If damage may occur due to slipping or grating, dividers must be used.
- Delicate parts must be correctly padded.
- The packaging material must not affect the cleanliness and quality of the parts.
- Parts that are susceptible to corrosion must be packed in a dry, corrosion-free environment for the duration of transport and storage (for a period of at least 3 months). The type of material used to protect against corrosion depends on the susceptibility of the packaged item, the transport conditions, the duration of transport and storage, and the storage conditions (indoor/outdoor).
- Packages that must be lifted manually must not be heavier than 20 kg. Packages heavier than 20 kg must always be delivered on pallets.
- The parts are to be arranged within the cargo carrier in such a way that the weight is distributed equally. The same applies to positioning the individual packages on the cargo carrier. If this is not possible for justified and verified reasons, this must be labelled clearly (Caution: Centre of gravity shift).

- The size of the cargo carrier must correspond to the goods that are to be packed. If parts stick out, orderly and sufficient bump protection is required.
- Fill all holes in such a way that the parts cannot slip during transport and handling. This does not apply to bulk goods such as screws, nuts, etc.
- If padding material is used, ensure that it can be removed easily and quickly, and that it is recyclable wherever possible. Avoid loose filling materials such as packaging chips, shredded materials, newspaper, wood shavings, etc. as far as possible.
- Finished surface parts must be packed in a scratch-proof manner.

4 Labelling

Each item that is classified with a "labelling obligation" must be permanently labelled. Refer to **Kiefel company standard KND 008 002**.

All parts must be delivered with appropriate labels for the purpose of unique identification. No exceptions.

Labelling requirements:

- The following information must be obtainable from each part:
 - ✓ Material number
 - ✓ Order number and order item
 - ✓ Rejection number if necessary
 - ✓ Number of pieces
- If labelling each individual piece is not expedient (for technical or economical reasons (for example, screws)), the parts must be packed in an adequate packaging container on which the information specified above is cited.
- Lettering with typescript is recommended (label). The lettering should be black on a white background to ensure that the contrast is as high as possible.
- The label must not affect the cleanliness and quality of the parts. In particular, it is necessary to ensure that any lettering or labels can be removed without leaving residue.
- The labelling should be visible as easily as possible at any time and in any location. For large parts, affixing a second identical label is recommended.

5 Delivery documents

Delivery documents and accompanying documents (e.g. inspection certificates, proof of origin, etc.) should be clean and given to the storage personnel.

If the deliveries are special deliveries (rejections, improvements, quick changes, etc.), the storage personnel must be made aware of this. Special documents (quick change) must be attached.

6 Delivery

Suppliers are requested to report to the counter of the storage area.

For delivery by car or lorry, the parking space markings on the surface of the store forecourt must be observed. On the KIEFEL GmbH premises, a walking pace speed limit and extreme caution with respect to pedestrians apply. Ensure that deliveries are carried out by suitable transport vehicles that are easy to unload.

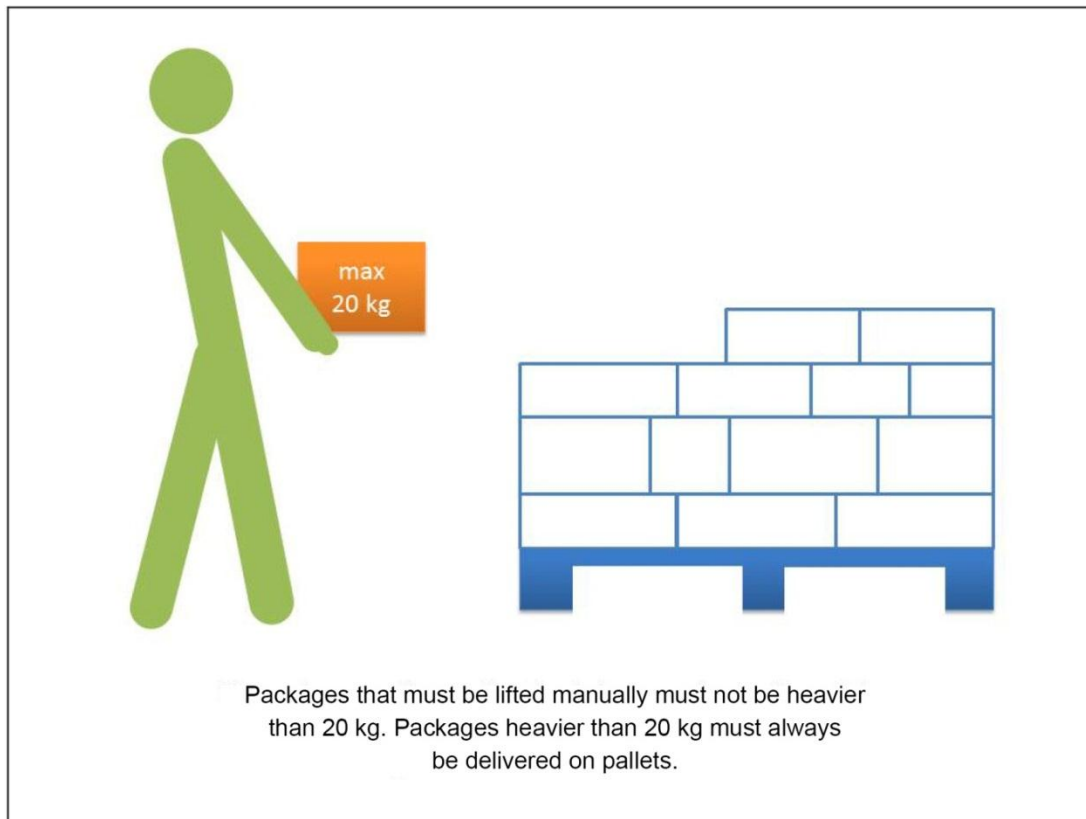
Observe the following delivery times:

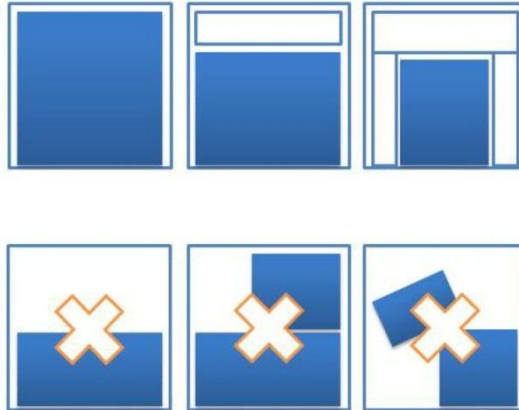
Monday to Thursday: 07:00 to 15:30 hrs
Friday: 07:00 to 12:00 hrs

For urgent deliveries (for example, returns, rejections, etc.) that are to be delivered outside the delivery times, we request that you contact KIEFEL GmbH to determine a delivery time (phone: +49 (0)8654 78 - 0)

Parts to be provided can only be issued at the counter of the storage area.

7 Final remark



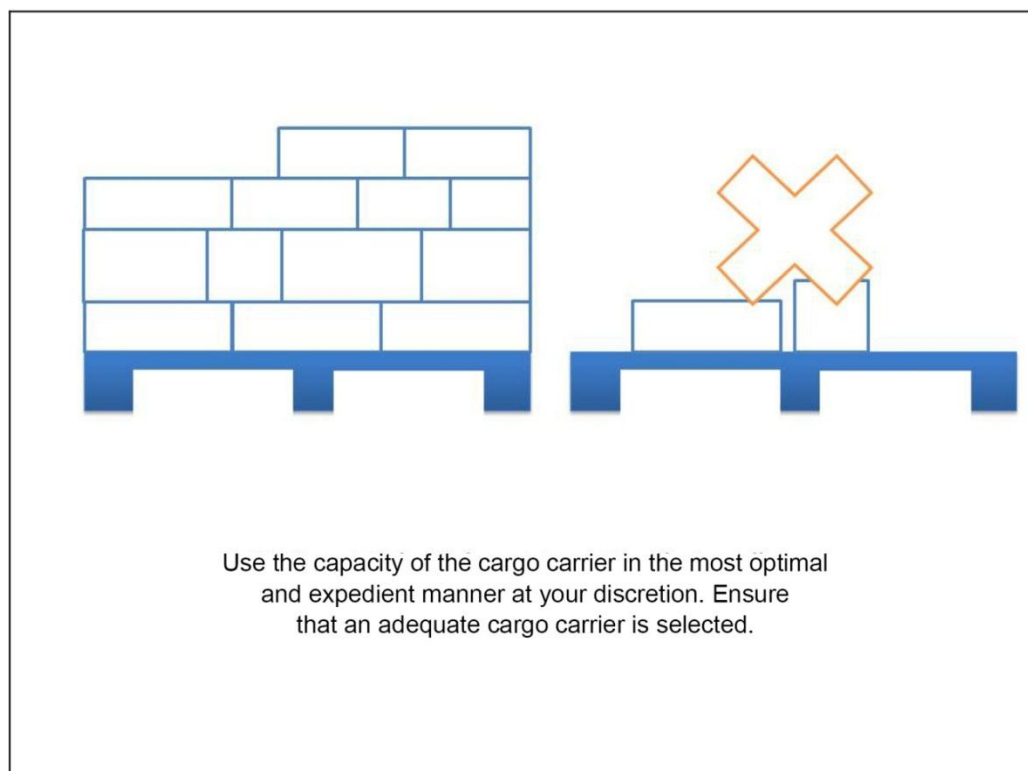
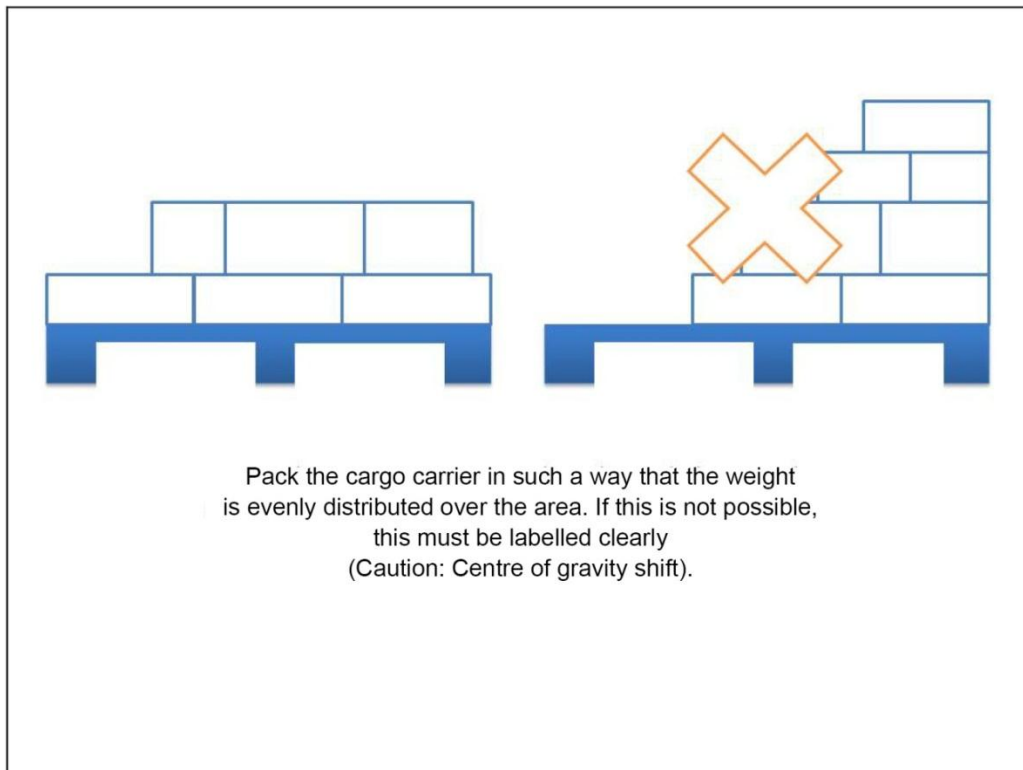


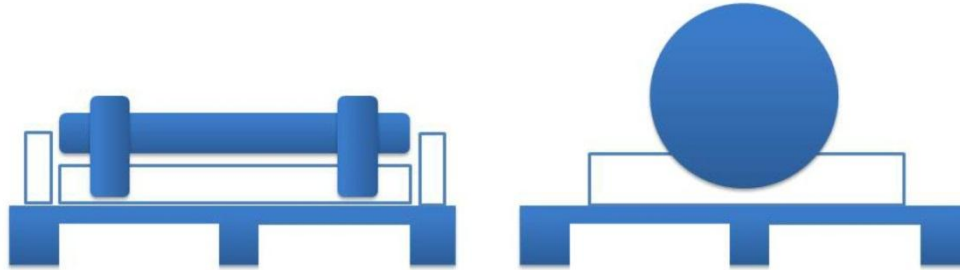
Fill all holes in such a way that the parts cannot slip during transport and handling.



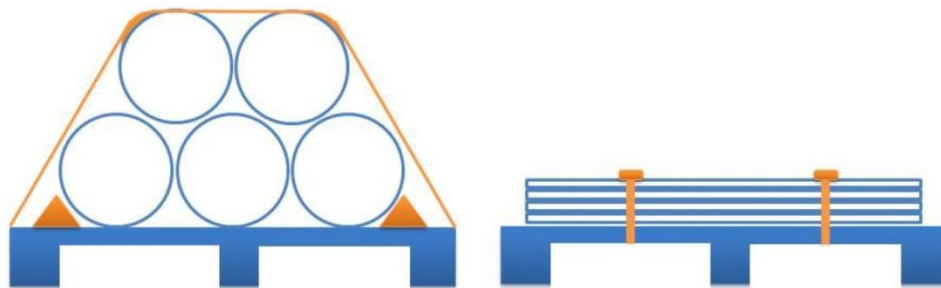
The parts are to be arranged within the cargo carrier in such a way that the weight is distributed equally. The same applies to positioning the individual packages on the cargo carrier.

Delicate parts must be correctly padded.

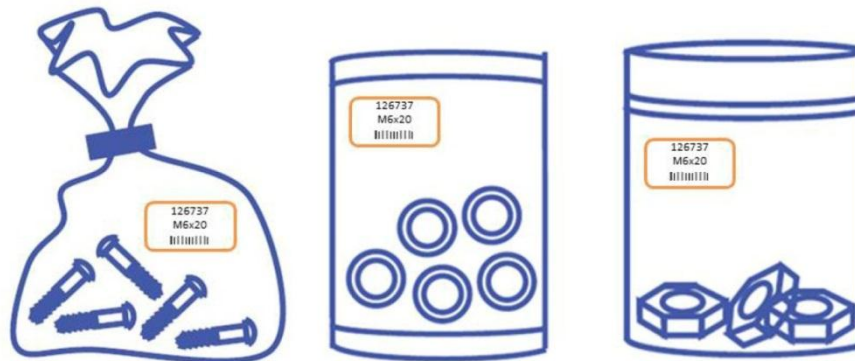




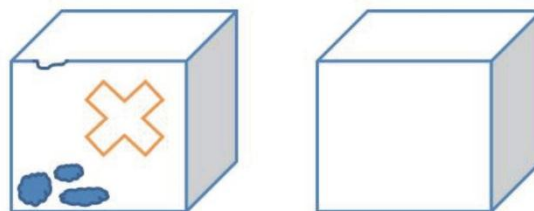
When packing heavy and / or very large parts with wooden boxes, crates, transport aids or pallets, ensure that the inlays are set up in such a way that the load is securely safeguarded against slipping.



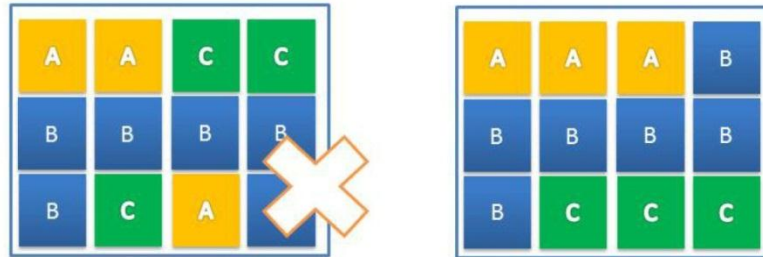
Sufficient transport security is essential. Ensure that edges are protected using suitable padding material. Cylindrical parts may have to be shored up by bolted down edges.



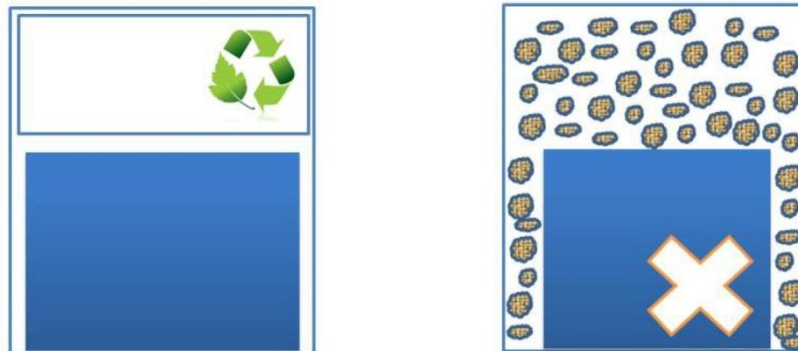
If labelling each individual piece is not expedient (for technical or economical reasons (for example, screws)), the parts must be packed in an adequate packaging container.



The parts must be delivered without quality reductions and free of dirt. The packaging material must not affect the cleanliness and quality of the parts.



If mixed packs cannot be avoided, the parts must be visibly marked and organised appropriately.



If padding material is used, ensure that it can be removed easily and quickly, and that it is recyclable wherever possible. Avoid loose filling materials such as packaging chips, shredded materials, newspaper, wood shavings, etc. as far as possible.



The size of the cargo carrier must correspond to the goods that are to be packed. If parts stick out, orderly and sufficient bump protection is required.



If damage may occur due to slipping or grating, dividers or dividing material must be used. In general, finished surface parts must be packed in a scratch-proof manner.

8 Delivery documents

This supplier's instruction should contribute to the harmonisation of processes between the supplier and Kiefel GmbH.

We are looking forward to a continued fruitful business relationship.

Changes due to technological advances are reserved.