

# **WABCO**

*Vehicle Control Systems*  
*An American Standard Company*

## **Packaging and Labeling Requirements Manual for all WABCO suppliers**

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**TABLE OF CONTENTS**

**1. INTRODUCTION..... 3**

1.1. SCOPE AND GENERAL MEANING ..... 3

1.2. REQUIREMENT..... 3

1.3. PROBLEM RESOLUTION ..... 3

**2. CONTAINER PACKAGING ..... 4**

2.1. CARTONS ..... 4

2.2. CLEANLINESS AND PROTECTION..... 4

2.3. PACKAGE CLOSURE ..... 4

2.4. SAFETY ..... 4

2.5. HAZARDOUS MATERIAL ..... 4

2.6. PACKAGING FROM OVERSEAS SOURCES ..... 4

**3. HANDLING- AND SHIPPING REQUIREMENTS..... 5**

3.1. GENERAL INFORMATION..... 5

3.2. PALLET LOADS..... 5

3.3. MIXED LOADS..... 5

3.4. EMERGENCY SHIPMENTS..... 5

**4. IDENTIFICATION ..... 6**

4.1. LABELING REQUIREMENTS ..... 6

4.2. DOCUMENTS FOR DELIVERY..... 6

**5. CHOICE OF PALLETS ..... 7**

5.1. GENERAL INFORMATION..... 7

5.2. REQUIREMENTS ..... 7

5.3. HEIGHT ..... 7

5.4. WEIGHT ..... 7

# 1. Introduction

## 1.1. Scope and general meaning

The details stipulated in this manual are intended as the minimum mandatory requirements for packaging and labeling of materials inbound to WABCO.

This manual is supposed to instruct all suppliers on these packaging standards and to outline the consequences of non-conformance.

## 1.2. Requirement

Each supplier is responsible for the packing quality and the choice of the most suitable packing material if there is no specific packing instruction for a WABCO part. All packages have to withstand on-going handling. All packages need to provide the following:

- Ease of handling and shipping
- Clean, corrosion-free parts
- Only one type per container/load (if possible)
- Properly identified materials (if possible via VDA or ODETTE barcode label => See internet site : [www.odette.org](http://www.odette.org) -> Activities -> Completed projects -> Logistics -> Transport label)
- Properly organized mixed containers
- Use of only WABCO packing material (or neutral)

## 1.3. Problem resolution

Non-conformance to these packing specifications may lead to a Corrective Action Request. Furthermore, WABCO reserves the right to charge-back the costs (e.g. repacking and sorting). The costs depend on the respective hourly wage for repacking and sorting and the needed time.

## **2. Container packaging**

### **2.1. Cartons**

All cartons have to be chosen to keep all parts/components clean and secure while transportation. Only WABCO cartons or neutral cartons may be used!

### **2.2. Cleanliness and protection**

- All packaged parts must be free of dirt, rust etc. Protect painted and machined surfaces from rust, abrasions, nicks, scratches and dents.
- Packaging material must not degrade part cleanliness. Provide separation when shifting or rubbing could cause damage. Properly cushion all fragile parts.
- Package and preserve all products made of ferrous materials to prevent corrosion during storage and transportation.
- NOT-ACCEPTABLE are leaning, bulging, unstable or overhanging pallet loads; broken or cracked pallets; Styrofoam dunnage.

### **2.3. Package closure**

Package closure must maintain interior cleanliness and keep the contents intact. Nevertheless, the closure and construction must permit access to the contents for inspection without destroying the container. An useful closure are cardboard lids (esp. for metal boxes).

### **2.4. Safety**

All packaging have to be kept free of handling hazards (e.g. protruding nails, loose banding). Do not use staples for package closure.

Max. gross container weight for manual handling is 20.4 kg. The carton bottom must hold the contents. Use cartons with hand holes if needed.

### **2.5. Hazardous material**

All hazardous material must follow the actual laws of working safety, rules of staff association and approved technical rules.

### **2.6. Packaging from Overseas Sources**

Design containers to maximize the cubic density of the sea container. Nevertheless, all rules of safety and cleanliness stipulated in this manual have to be followed.

## 3. Handling- and Shipping requirements

### 3.1. General Information

- Use only one part number per palletized load unless the load is clearly marked „Mixed Load“ (Requirements see 3.3)
- Band or secure all pallet loads to prevent shifting during handling and transportation. Stretch wrap is insufficient. Use only non-metallic banding.
- The top pallet surface must be flat too permit stacking.
- Minimize the use of dunnage.

### 3.2. Pallet Loads

- Currogated Unit Loads –cartons, trays, pieces stacked in layers on a pallet to form a unit with a uniform layer. If needed use cardboard separators between layers and on top.
- Never mix different part numbers per carton, cardboardbox etc.!

### 3.3. Mixed Loads

- All mixed loads have to be marked with a label „Mixed Load“.
- Each mixed load requires its own delivery note!
- If it is not possible to generate an own delivery note per mixed load, a separate packing-/ containerlist (table of content) must be available which informs about WABCO part number and quantity per load. Furthermore, the WABCO purchase order number ought to be indicated. This list must be fixed in a plastic bag on the outside of the load.
- Group small quantities of materials on a single pallet. Package each part number in separate containers. Do not include single part numbers in more than one Mixed Load in a single shipment.
- For small quantities of less than one layer on a pallet, different part numbers can be packed in one layer. These different part numbers must be clearly separated from the others (e.g. separation cardboards, packed into a carton etc).

### 3.4. Emergency shipments

Observe all packaging limitations for air freight, air and parcel delivery. Suppliers are responsible for providing additional protection to offset the excessive handling that usually occurs in this type of circumstances.

## 4. Identification

### 4.1. Labeling requirements

Each carton/cardboardbox/packet e.g plastic bag or cardboardbox has to be marked with the WABCO partnumber and the respective quantity.

Each pallet has to be marked via material tags (incl. barcode via VDA or ODETTE barcode label) (only exception: Mixed loads, see 3.3)

Banding must not cover any identification markings.

### 4.2. Documents for delivery

WABCO needs delivery documents to identify the content of each carton or pallet load.

- Each carton is marked with an own label which informs about its content (WABCO partnumber, quantity, barcode).
- Each pallet/ Gitterbox/ ... may be identified via a Master Label (VDA or ODETTE) or a packing / container list containing following information (due to shipment identification):
  - Delivery note number (barcode and clear)
  - WABCO purchase order number
  - WABCO part number
  - Quantity; IMPORTANT: use quantity units according to WABCO order (e.g. 1 role, not 1,000 m).
  - Container lists have to be fixed in a plastic bag from the outside of the pallet
  - Specification of all pallets of the shipment (e.g. 2 „Gitterboxes“ à 250 kg)
- In case of delivery with an own chosen forwarding agency the waybill has to clearly name all pallets (e.g. „Gitterbox“ instead of customer container)

## 5. Choice of pallets

### 5.1. General information

Each container/ each pallet must be of sufficient strength to support the material weight. The total weight of the pallet should be stated on the outside of the pallet.

### 5.2. Requirements

Inland as well as european suppliers should use –if there are no different agreements- Gitterboxen (GB), Klappboxen (KB) or Stapelboxen for raw material (SB2R).  
pallets: use Europallets

Suppliers from overseas: maximize the cubic density of the sea container, e.g. industrial pallet 1000 x 1200 mm.

200 l drums have to be banded and delivered via Europallet.

Use only faultless containers and pallets. Faultless is:

- Free of dirt, rust, abrasions, nicks, scratches and dents.
- All locks have to work faultlessly (e.g. reg. Gitterboxen).
- Free of previous documents and paper-work left-overs

### 5.3. Height

- Europallets: 1200 mm
- Other pallets: max. 1000 mm
- Exception: empty cartons for WABCO-use (max 1800 mm)

### 5.4. Weight

All boxes/pallets may have below shown maximum weights:

- |                           |             |               |
|---------------------------|-------------|---------------|
| • Gitterbox DIN 15 -155   | 800x1200 mm | 900 kg brutto |
| • EURO-Pallet DIN 15 -146 | 800 x1200   | 500 kg brutto |
| • KB2                     |             | 300 kg brutto |
| • SB1                     |             | 400 kg brutto |
| • SB2R (Rohteilbox)       |             | 500 kg        |